



## UTEP Doctoral Student Milestones Agreement Form

### Computational Science Program

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their doctoral degree as well as when they are expected to complete these milestones. Advisors are expected to work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has concerns or grievances related to his or her Milestones Agreement, the student may obtain third party consideration by following the institution's policies and procedures regarding academic grievances.

#### Academic Advising

Upon entering the doctoral program, all students will be advised by the Graduate Advisor of the program. As the student becomes familiar with different faculty and their research, he/she will choose a Research Advisor. The Research Advisor must be a faculty member of the CPS program, and selected based on the area of computational science research interest of the student.

Biannual reviews between the student and graduate advisor must be held within every Fall and Spring advising period. If the student has identified a research advisor, a similar review between the student and research advisor should be conducted around the same time. The advisors are responsible for:

1. Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; and to make appropriate modifications as necessary.
2. Assessing the student's academic and research progress and provide suggestions on course selection.
3. Clarifying the timetable for completing any remaining courses, examinations, and other requirements.
4. Assisting the student in assembling a dissertation committee and understanding the requirements for successful completion of dissertation.
5. Identify opportunities for the student to gain experiences (e.g., internships, fellowships, conferences, publications) and provide information that will optimize the student's future career success.

#### Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester.
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the first semester in the program.
- Complete all required organized coursework, research courses, and dissertation hours.
- Successfully pass the CPS PhD qualifying exam.
- Form your dissertation committee in consultation with your graduate and research advisor.
- Prepare and successfully present your dissertation proposal.
- Apply for Advancement to PhD Candidacy.
- Successfully defend your dissertation.
- Submit required documentation to the Graduate School for completion and graduation.

Schedule for completion

<u>Milestone</u>	<b>Expected time of completion (for full time students)</b>
Submission of Preliminary Degree Plan and Milestones Agreement Form to the Graduate School	End of the first semester
Review of student's progress with graduate and research advisors	Bi-Annually, before the end of every fall and spring semester.
Successful completion of qualifying exam	Earliest time after completion of the 4 core courses. Typically, the exam will be scheduled right before the 3 <sup>rd</sup> or 4 <sup>th</sup> semester depending on whether the student enters in fall or spring.
Complete all coursework and maintain a GPA of 3.0 or above.	Complete all Core & Prescribed courses by end of 3 <sup>rd</sup> semester.
	Complete all non-research courses by end of 6 <sup>th</sup> semester
Identify research advisor among CPS faculty	Beginning of 3 <sup>rd</sup> semester
<ul style="list-style-type: none"> <li>• Dissertation committee approved by research and graduate advisors</li> <li>• First committee meeting held</li> <li>• Set a tentative title of dissertation</li> <li>• If applicable, obtain research protocols and/or IRB approval</li> </ul>	Before end of 3 <sup>rd</sup> semester
Complete and successfully defend dissertation proposal	Before end of 4 <sup>th</sup> semester
Apply for PhD candidacy with approval from committee	Beginning of 5 <sup>th</sup> semester
Meet with committee to report research progress	Before end of 6 <sup>th</sup> semester
Preliminary draft of dissertation completed	Before end of 7 <sup>th</sup> semester
<ul style="list-style-type: none"> <li>• file all paperwork required for graduation</li> <li>• Complete and successfully defend dissertation</li> <li>• Submit finalized dissertation to Graduate School</li> </ul>	8 <sup>th</sup> semester, following timeline and other requirements by Graduate School

Expectation on presentations, publications, and proposals

Year in Program	Activities
1st	Present at a local conference, UTEP event, or seminar class
2nd	<ul style="list-style-type: none"> <li>➤ Present research at a regional conference</li> <li>➤ Participate in a co-authored publication</li> <li>➤ Prepare fellowship/scholarship/internship proposal</li> </ul>
3rd	<ul style="list-style-type: none"> <li>➤ Present research at a national or international conference</li> <li>➤ Submit at least one manuscript for publication, first-authored or co-authored</li> <li>➤ Submit fellowship/scholarship/internship proposal</li> </ul>
4th	<ul style="list-style-type: none"> <li>➤ Present research at a national or international conference</li> <li>➤ Publish at least one paper, first-authored or co-authored</li> <li>➤ Submit another first-authored manuscript for publication</li> </ul>

CPS teaching assistantship funding

Subject to availability of state funding, a CPS PhD student who is making satisfactory progress towards completion of the degree is eligible for teaching assistantships through the CPS program. **However, a CPS student can only be funded as a CPS TA for up to 8 long semesters during the entire period of their Ph.D. studies.** Once this TA funding support is exhausted, the student will need to identify other sources of funding to complete his/her PhD studies.

Student Acknowledgment

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the program, as well as the expected timeline for completing these milestones.

**Required Approvals:**

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Student's Name and UTEP ID

\_\_\_\_\_

Date

\_\_\_\_\_

Primary Advisor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Secondary Advisor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Program Director's Name

\_\_\_\_\_

Date