



UTEP New Doctoral Student Milestones Agreement Form

Geological Sciences

Student Printed Name and UTEP ID

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 Ph.D. 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 period 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 ongoing concerns or grievances related to his or her Milestones Agreement, it is recommended the student discuss with the chairperson and if necessary may obtain third party consideration of those concerns by following the institution's policies and procedures regarding academic grievances.

Academic Advising Upon entering the doctoral program, all students will be assigned an advisor. The advisor will be a faculty member from the Department of Geological Sciences. If a student has not secured a faculty member as their advisor, the Departmental Graduate Advisor will fill this role. Every doctoral student in Geological Sciences is expected to have chosen an advisor by the start of their second semester.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

- Ensuring that annual reviews occur between each student, their advisor and (effective in their second semester) their supervising committee. The results of this review will be included in the program's annual doctoral progress report.
- Providing suggestions on course selection.
- 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; working if necessary with the Department's Graduate Studies Committee and student to determine if modifications are necessary.
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements.
- Providing the student with assistance in understanding the requirements for successful completion of dissertation.
- Providing the student with assistance in assembling a dissertation committee. Providing the student with experiences and information that will optimize the student's career opportunities and success.

Requirements for all Doctoral Students

Milestones with Expected Time of Achievement (in chronological order)

- Filing of Preliminary Degree Plan End of first Semester
- Annual review of student's progress with advisor (effective second semester of enrollment, must be with full committee)
- Successful completion of oral comprehensive I (Qualifying Exam) by the end of the first year
- Dissertation Committee of at least five members (including at least four members from within department and one outside member) appointed and approved by Graduate School
- Coursework successfully completed with acceptable GPA
- Written dissertation proposal completed and approved by Dissertation Committee
- Successful completion of oral comprehensive II by the end of the second year
- Student admitted to doctoral candidacy upon completion of comprehensive II
- Student has completed 6320 (6398) and is enrolled in 6321 (6399).
- Certification by Dissertation Committee that student is ready to defend their dissertation
- Successful completion of oral dissertation defense
- Written dissertation completed and approved by all members of Dissertation Committee
- Dissertation accepted by Graduate School
- Exit interview completed
- Survey of Earned Doctorates submitted (applicable to Ph.D. only)

Degree Completion Checklist for Students

Maintain active student status by registering for courses every fall, spring, and summer (if needed) that you are appointed as a TA, RA or equivalent, including enrollment in Seminar during every semester in residence, and research and dissertation hours as required.

Complete Milestones Agreement Form with your advisor no later than the last class day of the first semester.

Complete all required organized coursework including seminar.

Schedule and successfully complete all required qualifying exams – Comprehensive I by the end of the second semester, and Comprehensive II (dissertation proposal defense) by the end of the second year.

Form your dissertation committee in consultation with your advisor/dissertation chair by the end of the second semester.

Have your dissertation committee approved by the Graduate School by the end of the second semester.

Prepare and receive full dissertation committee approval of your written dissertation proposal by the end of the second year.

Apply for advancement to candidacy immediately upon successful completion of the Comprehensive II and approval of your written dissertation proposal.

Enroll in required research and dissertation hours and complete your dissertation.

Successfully complete the defense of your dissertation both through an oral dissertation defense and the approval by all members of your committee of the written dissertation.

Submit required documentation to the Graduate School for completion and graduation.

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 maintain progress in and complete the Geological Sciences doctoral program, as well as the expected timeline for completing these milestones.

Required Approvals:

Student Name

Date

Advisor Name

Date