



## UTEP Doctoral Student Milestone Agreement Form Materials Science and Engineering

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Student's 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 set dates for each milestone. 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, the student 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 academic advisor. The academic advisor will normally be the Program Director. At some appropriate time students may select a research advisor who, along with the dissertation committee, may also provide advice or suggestions for appropriate course work. The dissertation committee is selected by both the student and his/her research advisor/dissertation committee chair. 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 between student and research advisor and/or supervising committee occur. The results of this review will be included in the student'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 with the Doctoral 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 the 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 Doctoral Students (admitted with MS Degree 30 Credit Hour Credit Maximum towards 74 Required Credits)**

<b>Milestone</b>	<b>Estimated Date</b>
Research Advisor Identified	End of 1 <sup>st</sup> semester
Completion of Progress Report	Prior to advising every semester and signed by research advisor and student (or during advising for new students)
Review of Student Progress Report	Every Semester during advising
Completion of Leverage Courses	By end of 2 <sup>nd</sup> semester
Completion of Core Coursework (17 hours)	2 <sup>nd</sup> Year of Program (end of 3 <sup>rd</sup> semester)
Dissertation Committee appointed and approved by Academic Advisor and Graduate School	By end of 2 <sup>nd</sup> semester
Research protocols and/or IRB approval	As needed
Dissertation Proposal completed and approved	By end of 3 <sup>rd</sup> semester (4 <sup>th</sup> semester with approval from research and academic advisor)
Apply for doctoral candidacy	Immediately after Dissertation Proposal completed and approved (by 3 <sup>rd</sup> semester)
Completion of 21 Research/Elective Credit Hours	By end of 5 <sup>th</sup> semester (6 <sup>th</sup> semester with approval from academic advisor)
Enroll in first Dissertation course (MASE6398)	Semester immediately after Dissertation Proposal completed and approved (by 4 <sup>th</sup> semester)
Enroll in second Dissertation course (MASE6399)	Every semester after MASE6398 is complete with grade of 'P' until defend Dissertation (by 6 <sup>th</sup> semester)
Dissertation document completed	Two weeks prior to Dissertation Defense and by 6 <sup>th</sup> semester (7 <sup>th</sup> semester if approved by research and academic advisor)

Dissertation format check I	At least 1 day prior to Dissertation Defense Date
Dissertation Defense	By 6 <sup>th</sup> semester (7 <sup>th</sup> semester if approved by research and academic advisor)
Approval of Dissertation and Defense by Dissertation Committee	By 6 <sup>th</sup> semester (7 <sup>th</sup> semester if approved by research and academic advisor)
Dissertation format check II	Final format check by graduate school deadline
Student completes and files all paperwork required for graduation	By 6 <sup>th</sup> semester graduate school deadline
Dissertation accepted by Graduate School	One month after dissertation defense

### **Acknowledgement**

I have read this form and have had the opportunity to discuss the information contained in it with my Research 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.

Student Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

Research Advisor Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Name and Signature \_\_\_\_\_ Date \_\_\_\_\_