



## **Milestones Agreement Form**

### **EDUCATIONAL LEADERSHIP AND ADMINISTRATION**

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Student Name & 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 doctoral degree as well as when they are expected to complete these milestones. Faculty 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 their 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, students should meet with EDLF faculty who are aligned with their concentration area, in order to begin the process of considering who to request as a Faculty Advisor and eventual Dissertation Chair. The assignment of the Faculty Advisor occurs following the Interim Review at the end of the first year of the program, or it may occur as soon as a student has gained agreement from an EDLF faculty member to serve in that role. The Faculty Advisor oversees the student's progress in the program. In preparation for each coming semester, students must seek advising from their Faculty Advisor in order to have advising holds removed and register for courses. Faculty Advisors are responsible for the following:

- Ensuring that annual reviews between student and advisor and/or supervising committee occur;
- Providing suggestions on course selection;
- Reviewing the student's Goldmine Online Degree Evaluation 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;
- 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; and
- Providing the student with experiences and information that will optimize the student's career opportunities and success.

### Academic Milestones and Timeline

Students are expected to reach the following milestones within the specified time period in order to make satisfactory progress through the program:

|  |   |
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| Reconciliation of Goldmine Online Degree Evaluation – preliminary review | Beginning of 2 <sup>nd</sup> year         |
| Interim Review of student’s first-year progress                          | Beginning of 2 <sup>nd</sup> year         |
| Successful completion of Capstone Seminar                                | End of 3 <sup>rd</sup> year               |
| Coursework successfully completed  | End of 3 <sup>rd</sup> year               |
| Dissertation Committee appointed and approved by Graduate School         | Beginning of 4 <sup>th</sup> year         |
| Research protocols and/or IRB approval (as applicable)                   | Beginning of 4 <sup>th</sup> year         |
| Dissertation proposal completed and approved                             | Beginning of 4 <sup>th</sup> year         |
| Student admitted to doctoral candidacy                                   | Beginning of 4 <sup>th</sup> year         |
| Dissertation completed, successfully defended, and approved by Committee | End of 4 <sup>th</sup> year               |
| Student completes and files all paperwork required for graduation        | During semester of Defense                |
| Dissertation accepted by Graduate School                                 | During semester of Defense                |
| Exit interview completed   | At completion of Dissertation and Defense |

It is expected that each doctoral student will register for at least six (6) hours per semester.

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

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Student’s Name

\_\_\_\_\_

Date

\_\_\_\_\_

Faculty Advisor’s Name

\_\_\_\_\_

Date

\_\_\_\_\_

Program Director’s Name

\_\_\_\_\_

Date