



## UTEP New Doctoral Student Milestones Agreement Form Ph.D. in Rhetoric & Composition

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Student's Printed Name & UTEP ID

The “Milestones Agreement Form” is an informal agreement between you and the doctoral program in Rhetoric & Composition. We are providing it so that – together – we can identify academic milestones that will help you make a plan for steady on-time progress to earn your doctoral degree. We expect that you will reach each milestone within the specified time period in order to make satisfactory progress through the program. If you find that you are not making satisfactory academic progress for some reason, we need to discuss your Milestones and work to get you back on track. We want to avoid your loss of funding, being placed on academic probation, or being dismissed from the 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 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, the student may obtain third party consideration of those concerns by following the institution's policies and procedures regarding academic grievances.*

### Academic Advising

The Director of the Rhetoric & Writing Studies Program is your advisor. She or he will meet with you at least once each semester to review the Milestones and help you select your coursework for the upcoming semester. Once you complete all of your coursework and pass the qualifying examination, your dissertation director may become your advisor.

Your Advisor will

- Ensure that you are advised each semester
  - Clarify your timetable for completing program requirements
  - Provide suggestions on course selection
- Review your Degree Plan for progress consistent with program expectations
  - Gauge your progress according to the Milestones timeline given below
  - Consult with you and your Dissertation Director, when appropriate, to determine if modifications are necessary
- Provide guidance to assist you with navigating dissertation requirements
  - Offer counsel as you consider dissertation topics
  - Advise you as you assemble a dissertation committee
- Keep you informed of opportunities and information to optimize your development in disciplinary areas and prepare you for a successful career.

**Requirements for all Doctoral Students in the Rhetoric & Composition Program**

<b>Milestone</b>	<b>Expected Time of Achievement</b>
1. Filing of Preliminary Degree Plan	At the end of the first semester
2. Review of student's progress with the RWS Director	Each semester
3. Coursework successfully completed	Two academic years from beginning of Program
4. Successful completion of qualifying exam	Summer following end of coursework
5. Student admitted to doctoral candidacy	Following passing candidacy exams
6. Research protocols and/or IRB approval (as applicable)	As needed in consultation with dissertation director
7. Dissertation proposal completed and approved	Semester following candidacy exams
8. Dissertation completed, successfully defended, and approved by Committee	End of 4 <sup>th</sup> year of doctoral study
9. Student completes and files all paperwork for graduation	Spring semester of 4 <sup>th</sup> year
10. Dissertation accepted by Graduate School	Spring semester prior to graduation
11. Exit interview completed	Spring semester following graduation
12. Survey of Earned Doctorates submitted	Spring semester following graduation

## Degree Completion Checklist for Students

- ⑧ Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- ⑧ Complete Milestones Agreement Form with your advisor no later than the last class day of the spring semester
- ⑧ Complete all required organized coursework
- ⑧ Schedule and successfully complete required qualifying exams
- ⑧ Form dissertation committee in consultation with your advisor and dissertation Chair
- ⑧ Have your committee approved by the Graduate School
- ⑧ Prepare and successfully present your dissertation proposal
- ⑧ Apply for advancement to candidacy
- ⑧ Enroll in required dissertation hours and complete your dissertation
- ⑧ Successfully complete your defense of your dissertation
- ⑧ 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 complete the program, as well as the expected timeline for completing these milestones.

### **Required Approvals:**

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Student Name \_\_\_\_\_  
Date

\_\_\_\_\_

Advisor's Name \_\_\_\_\_  
Date