



UTEP New Doctoral Student Milestones Agreement Form **Environmental Science and Engineering PhD Program** *Traditional Science Track*

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 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

Upon entering the doctoral program, all students will be assigned an advisor. The advisor will be a member of the program or department. Each student must identify a dissertation supervisor during the first two semesters of full-time or part-time participation in the ESE program. A Doctoral Committee must be formed after the two semesters of residence.

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 biannual reviews between student and advisor and/or supervising committee occur. 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 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 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.
- Ensuring that inclusion of any outside committee members in the doctoral committee is approved by the Program Director.

Requirements for all Doctoral Students

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Submission of Preliminary Degree Plan	At the conclusion of the first semester of enrollment.
Review of student's progress with Program Coordinator	Students are required to update the degree plan every semester. This must be filed with the ESE Coordinator by September 1 for Fall semester, by January 15 for Spring semester, and June 2 for Summer semester
Coursework successfully completed	3 rd or 4 th semester
Dissertation Committee appointed and approved by the Graduate School	Beginning of 3 rd semester
Research protocols and/or IRB approval (as applicable)	As per dissertation advisor
Dissertation proposal completed and approved and student admitted to doctoral candidacy	7 th - 9 th semester
Dissertation completed, successfully defended, and approved by Committee	8 th – 10 th semester
Student completes and files all paperwork required for graduation	See Graduate School How to Graduate and Graduation Deadlines
Dissertation accepted by Graduate School	See Graduate School graduation deadlines and provide all documents/items on time
Exit interview completed <i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	Immediately after receiving email request from Graduate School.

- The dissertation must demonstrate the ability to perform independent research and the competence for scholarly exposition. It should present original investigation at an advance level of a significant problem in energy science and engineering and should provide the basis for a publishable contribution to the research literature in the field.
- The dissertation, including an abstract not to exceed 350 words, must be prepared according to the Graduate School's thesis and dissertation guidelines required by the UTEP Graduate School.
- Students must notify the Graduate Program Coordinator at least one week before the comprehensive examination date.
- Students must notify the Graduate Program Coordinator at least two weeks before the dissertation proposal defense and dissertation defense date.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester. Students who are offered a TA/RA position should be enrolled in at least three (3) semester hours during one of the summer terms
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Spring semester
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Have your committee approved by program GSC and Graduate School
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your 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 complete the program, as well as the expected timeline for completing these milestones.

Required Approvals on Next Page

Required Approvals:

Student's Name and UTEP ID

Date

Primary Advisor's Name

Date

Secondary Advisor's Name

Date

Program Director's Name

Date