



**UTEP New Doctoral Student Milestones Agreement Form**  
**Teaching, Learning, and Culture**  
**Submission Deadline: October 31**

Student name: \_\_\_\_\_ ID#: \_\_\_\_\_

Date of admission: \_\_\_\_\_

Dear Doctoral Student,

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. 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.

Advisor Selection

Upon entering the doctoral program, all students will have until September 30 to select an Academic Advisor from the departmental doctoral faculty group. If a student does not select advisor by September 30, the Program Director will assign advisor to the student no later than October 10. Students are encouraged to request appointments with prospective advisors by email to discuss a possible advising relationship. If students require further guidance contacting potential advisor(s), they may contact the Program Coordinator.

Role of Academic Advisor

The Academic Advisor is responsible for all academic advising (see Academic Advising section in this form). When the Advisor is not available, the Program Director will assume all academic advising responsibilities until the Academic Advisor of record becomes available.

Change of Advisor

Students and faculty may initiate a change in advisor by submitting a Change in Advisor form to the Program Coordinator, who will notify the student and/or faculty of the change. If initiated by faculty, the student will have the choice to select their new advisor within one month or have the Program Director assign them a new advisor.

## Academic Advising

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 advisor and/or supervising committee occur. The results of this review will be included in the student's annual progress report form.
- Assisting the student to complete and submit the annual progress report in March.
- Assisting the student to initialize a degree plan within the first-year, including updates as needed.
- Providing suggestions on course selection.
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements.
- 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. Modifications are possible by working with the student and the Doctoral Studies Committee.
- 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.
- Providing the student with guidance and mentorship on program and university policies and requirements.
- Providing the student with assistance in understanding Graduate School policies and the TLC Student Handbook.
- Assisting the student with program requirements and procedures.
- Providing office hours or appointment(s) to assist students.

### Requirements for all Doctoral Students

<b>Milestone</b>	<b>Expected Time of Achievement</b>
Select Academic Advisor	September 30, 1st Semester
Assignment of advisor, if applicable	October 10, 1st Semester
Submission of completed Milestone Agreement Form	October 31, 1st Semester
Filing of Preliminary Degree Plan	End of 1st Semester
Review of student's progress with advisor and by the doctoral program committee.	Annually in the spring semester, before summer
Successful completion of the Portfolio	At the start of the 3rd year for full-time students and at the end of the 4th year for part-time students.

Coursework successfully completed	Half-way through the 3rd year for full-time students and half-way through the 4th year for part-time students.
Dissertation Committee appointed and approved by the Program Director and the Graduate School	At the end of the 3rd year for full-time students and at the end of the 4th year for part-time students.
Research protocols and/or IRB approval (as applicable)	At the end of the 3rd year for full-time students and at the end of the 4th year for part-time students.
Dissertation proposal completed and approved	At the end of the 3rd year for full-time students and at the end of the 4th year for part-time students.
Student admitted to doctoral candidacy	At the end of the 3rd year for full-time students and at the end of the 4th year for part-time students.
Dissertation completed, successfully defended, and approved by Committee	At the end of the 4th year for full-time students and during the 5th year for part-time students.
Student completes and files all paperwork required for graduation	At the end of the 4th year for full-time students and at the end of the 5th year for part-time students.
Dissertation accepted by Graduate School	At the end of the 4th year for full-time students and at the end of the 5th year for part-time students.
Exit interview completed <i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	At the end of the 4th year for full-time students and at the end of the 5th year for part-time students.

### Ph.D. in TLC Doctoral Students

- Communicate with advisors regularly.
- Submit initialized degree plan to the Program Coordinator within first-year.
- Follow, update and refer to the Ph.D. TLC Student Handbook and degree plan regularly.
- Use updated degree plan and transcripts when meeting with advisor(s).
- Submit required documents for taking leave of absence (provide medical record(s) if applicable) to the Program Coordinator.
- Submit completed annual progress report to the Program Coordinator.
- Enroll in TED 6394 Scholarly Portfolio Development with the Program Director's approval.
- Submit the Portfolio Approval form to the Program Coordinator.
- Enroll in TED 6397 Doctoral Proposal Writing Seminar after the portfolio requirement has been met and with the Program Director's approval.
- Apply for Advancement to Candidacy after the proposal requirement has been met by submitting the candidacy form to the Program Coordinator.

- Enroll in required dissertation hours after the proposal requirement has been met and with the Program Director's approval.
- Notify the Program Coordinator in advance for assistance with the form(s) and procedure(s) related to the portfolio presentation, proposal defense, and dissertation defense.
- Submit completed degree plan to the Program Coordinator.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- Complete *Milestones Agreement Form* with your advisor by October 31.
- Complete all required organized coursework.
- Form your dissertation committee in consultation with your advisor or dissertation chair(s).
- Have your committee approved by the Program Director, the Graduate School and the Graduate Council.
- Prepare and successfully complete the portfolio as required.
- Prepare and successfully complete the dissertation proposal as required.
- Prepare and successfully defend your dissertation at a public dissertation defense.
- Submit completed application for graduation and completion defense form to the Program Coordinator for review, signatures and forwarding to the Graduate School.

I have read this form and have had the opportunity to discuss the information contained in it with my advisor(s). A copy of this signed form was provided. 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:**

\_\_\_\_\_

Student's Name and UTEP ID

\_\_\_\_\_

Date

\_\_\_\_\_

Primary Advisor's Name & Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Program Director's Name & Signature

\_\_\_\_\_

Date