

# Milestone Agreement Form

**Student Name:**

**MavID:**

\_\_\_\_\_

(Last) (First)

**Program Name:**

**Program Department:**

\_\_\_\_\_

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 (Major Field Coordinators) 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 Milestone Agreement, the student may obtain third party consideration of those concerns by following UT Arlington's policies and procedures regarding academic grievances as described in the **Graduate Catalog** (<http://catalog.uta.edu/>).

## **Academic Advising**

Upon entering the \_\_\_\_\_ program, all students will be assigned an advisor. The advisor (Major Field Coordinator) will be a member of the program department. *(Program specific information about how advisors are assigned or may be changed should be added here)*

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\_\_\_\_\_

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. Graduate Advisors, Supervising Professors and Graduate Studies Committees are responsible for the following:

- Ensuring that annual *(or if more frequent, indicate frequency here)*

\_\_\_\_\_

\_\_\_\_\_

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.

- Provide information on program requirements, general advisement and information about choosing supervising professor.
- 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.

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- 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. *(Other program-specific elements may be included here)*

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**Requirements for all Students in  
Program Name:** \_\_\_\_\_

Milestone	Expected Date of Achievement (mm/dd/yyyy or as indicated)	Actual Date of Achievement (mm/dd/yyyy) and initials
Review of student's progress with (advisor, Doctoral Studies Committee, etc. Program specific method should be noted here:)	Annually (or every semester, as determined by program. Note here: )	
Successful completion of oral and/or written qualifying exam		
Coursework successfully completed		
Dissertation Committee appointed and approved by Office of Graduate Studies		
Research protocols and/or IRB approval (as applicable)		
Dissertation proposal completed and approved		
Student admitted to doctoral candidacy		
Dissertation completed, successfully defended, and approved by Committee		
Student completes and files all paperwork required for graduation		
Dissertation accepted by the University		
Exit interview completed and submitted to Survey of Earned Doctorates		

*Other program-specific requirements may be included here:*

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## 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 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 Graduate Studies Committee and the Office of Graduate Studies
- 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 Office of Graduate Studies for completion and graduation

## Possible Consequences if Milestones are not Completed in a Timely Manner

*(Provide a statement on consequences)*

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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.

*(Signatures lines for other stakeholders may be added, as appropriate.)*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Field Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Professor's Signature (*if identified*)

\_\_\_\_\_  
Date