

Instructions for Milestone Conditions Update (MCU) All Graduate Students Form

When a student is "Passed with Conditions" or Failed on a Final Master's Examination, Diagnostic Examination, Comprehensive Examination or Dissertation Defense and needs to meet certain criteria and/or complete specified remedial work to unconditionally pass, this form must be completed with the results of the evaluation of the work to resolve those conditions so that it can be made part of the student's permanent academic record.

- Complete the Milestone Conditions Update form in its entirety
- The Committee Chairperson/Supervisor will record the result of the conditions and the Committee's recommendations
- Acquire (typically done by Chairperson/Supervisor) **REQUIRED** signatures from
 - Chairperson/Supervisor
 - Graduate Advisor
 - Student
- The Advisor/Coordinator will need to **email** the completed form to the Office of the Registrar via gradteam@uta.edu
- Student must also submit thesis/dissertation and supplemental documentation to the library

The Office of the Registrar **must** receive this report before final grades post and after each administered examination, regardless of the outcome of the examination. An unconditional pass is required for the Final Master's Exam and the Dissertation Defense before degree can be conferred.

All graduate students must be aware of requirements, components and deadlines associated with the thesis/dissertation, final defense, and submission of the manuscript to the Library.

<https://www.uta.edu/records/graduation/deadlines.php>

<https://library.uta.edu/etd>

Milestones are manually added and will be displayed in the Student Center for all completed status. They can also be seen on the students Maverick Academic Progress Report (MAP), but only the passed unconditional status - other results will not reflect on the MAP.

**University of Texas at Arlington
Office of the Registrar
Graduation Team**

University Administrative Building
Room 129 · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372
Email: gradteam@uta.edu

Reminder: Make sure you retain a copy for your records.

The University of Texas at Arlington
MILESTONE CONDITIONS UPDATE

Upon completion of the revisions, this form must be submitted stating the results of those conditions imposed and indicated below, to the Office of the Registrar, via email to gradteam@uta.edu. The latest date a student has to finish all degree requirements in their entirety is the same date listed as the Deadline to Submit Transfer Coursework as seen on the aforementioned deadline page. An unconditional pass is required for the Final Master's Exam and the Dissertation Defense before degree can be conferred.

Student: _____ Date: _____

Last Name:

First Name:

UTA ID: _____ College/School: _____ Degree Plan: _____ Dept: _____

Supervisor: _____ Name of Degree: _____ Anticipated Graduation Term: _____

Example: English MA (NT)

The required revisions or corrections on _____ were evaluated on _____
with the following results

Unconditional Pass

Conditional Pass, with following conditions that must be satisfied

Failed, with permission to retake with these stipulations

Fail, dismissed from the program

Comments/Notes

By the signatures below, the supervisor/committee chair, graduate advisor, and candidate are in agreement that the intention to complete the required specified remedial work, is indicate above

Name (typed)

Signature

Date (mm/dd/yyyy)

Student

This request does not act in accordance with the PhD Participation in Commencement Policy Requirements. Please see University catalog for details.