**The University of Texas at Tyler**

**{Master’s Program Name}**

**SAMPLE Milestones Agreement Form**

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 master’s 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.

**Academic Advising**   
Upon entering the {Program Name} program, all students will be assigned an advisor. The advisor will be a member of the program department. Once a student accepts admission to the {Program Name} program, an advisor is assigned by the program director based on recommendations of the admissions committee. These recommendations consider the student’s anticipated program of research and faculty expertise.

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 reviews between student and advisor occur every semester.
* 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 Thesis 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 manuscript
* Providing the student with assistance in assembling a thesis committee
* Providing the student with experiences and information that will optimize the student’s career opportunities and success

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| **Requirements for all Students in the {Program Name} Program Milestone** | **Expected Time of Achievement** |
| Review of student’s progress with advisor | Every semester |
| Successful completion of written qualifying exam | Upon completion of all required coursework and with no more than 6 remaining hours of electives |
| Coursework successfully completed | Within 2 years of beginning program |
| Thesis Committee appointed and approved by Graduate School | Prior to completion of final semester of coursework |
| Student admitted to thesis candidacy | Following successful completion of written qualifying exam and all coursework (within 2 years of beginning program) |
| Thesis proposal completed and approved | Within one year of entering candidacy |
| IRB approval | Within two months of thesis proposal approval |
| Thesis completed, successfully defended, and approved by Committee | Within two years of thesis proposal approval |
| Student completes and files all paperwork required for graduation | Semester prior to graduation |
| Thesis accepted by Graduate School | Within three months of successful final defense |

**Degree Completion Checklist for Students**

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|  | Maintain active student status by registering for courses every fall and spring semester |
|  | Complete Milestones Agreement Form with your advisor no later than the last class day of the first semester |
|  | Complete all required organized coursework |
|  | Schedule and successfully complete required qualifying exams |
|  | Form your thesis committee in consultation with your advisor and thesis Chair |
|  | Have your committee approved by program Graduate Studies Committee and Graduate School |
|  | Prepare and successfully present your thesis proposal |
|  | Enroll in required thesis hours and complete your thesis |
|  | Successfully complete your thesis defense |
|  | After final format approval by The Graduate School, submit manuscript to Muntz Library |

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 Name} program, as well as the expected timeline for completing these milestones.

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| Student Name (print) |  | Student Signature |  | Date |
|  |  |  |  |  |
| Advisor Name (print) |  | Advisor Signature |  | Date |