

Milestones Agreement Form

Program Name

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 will 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 should follow the institution's academic grievances policy and procedures as outlined in the institution's graduate catalog (or Handbook of Operating Procedures).

Academic Advising

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

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 (*or more frequent if program desires to make more frequent reviews a requirement*) 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

Other program-specific elements may be included here

Requirements for all Students in the XXX Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with (<i>advisor, Doctoral studies committee—program specific method should be noted here</i>)	Annually (<i>or every semester, as determined by program</i>)
Successful completion of oral and/or written qualifying exam	<i>Program-specific</i>
Coursework successfully completed	"
Dissertation Committee appointed and approved by Graduate School	"
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 Graduate School	"
Exit interview completed and submitted to SED	"

Other program-specific requirements may be included here.

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

Signature lines for other stakeholders may be added, as appropriate.

Student's Signature

Date

Advisor's Signature

Date

Supervising professor (if identified)

Date