

Milestones Agreement Form Public and Urban Administration Ph.D. Program

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.

- Advisory Committee Chairs 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/her Milestones 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://grad.pci.uta.edu/about/catalog/current/>

Academic Advising

Upon entering the *PUAD* program, all students will be assigned an *Advisory Committee Chair*. The advisory chair will be a faculty member of the Ph.D. program and assigned to the student based on the student's research interest area and/or his/her statement letter. Before a student reaches 18 hours, they must identify 2 additional members to serve on their advisory committee. These members must also be approved graduate Ph.D. faculty members from CAPP.

The Advisory Committee will be primarily responsible for diagnosing student deficiencies and advising on coursework to remedy such deficiencies as well as to build student competencies in the chosen field area. The advisory committee will stay with the student until the student passes the comprehensive exam. After passing comps, the advisory committee can become the *dissertation committee*, or the student may select new members to form the dissertation committee.

The Dissertation Committee is a three-member committee formed by the student after successfully passing his/her comprehensive exam. The student's dissertation-supervising professor chairs the Dissertation Committee. Together with the other Committee members, the Chair is responsible for supervising and guiding the preparation of the student's dissertation proposal and defense.

The Staff Graduate Advisor advises students on administrative matters related to course registration, drop, adds, compliance with Graduate Student Office regulations and deadlines, and other University administrative requirements.

Academic advising includes the aforementioned Committee members and Chair/Advisor(s) and Staff Advisor and the following elements designed to ensure that students remain in good academic standing and make satisfactory progress through the program by:

- Ensuring that every semester reviews occur between student and advisor and annually the supervising committee. 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 Advisory 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 to optimize the student's career opportunities and success

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete and File your Advisory Committee Form in consultation with your Advisory Committee Chair
- Complete *Milestones Agreement Form* no later than 18 hours
- Complete all required organized coursework
- Schedule and successfully pass Comprehensive Exams
- Have your Dissertation Committee formed and approved by the Graduate Studies Office
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully defend your dissertation
- Submit required documentation to the Graduate studies Office for completion and graduation

Possible consequences if milestones are not completed in a timely manner:

Student may lose his/her eligibility for financial support or may be subject to dismissal from the program.

Program Milestones	Order of Achievement	Expected Time of Achievement
Assigned an Advisory Committee Chair	First semester	
Select 2 additional Committee members and complete and file Milestone Form	Within 2 nd semester	
Review of student's progress by Advisory committee	Within 18 hours and each semester thereafter	
Review of student's progress through DSPRO	Every year	
Successful completion of required course work	--	
Apply to take Comp Exams	--	
Successfully Pass Comp Exams	--	
"Selection of Supervising Committee for Dissertation" form filed/submitted to Graduate Office	Upon passing comp exam	
Dissertation Proposal successfully defended	--	
Research protocols and/or IRB approval (as applicable)	--	
Complete required number of dissertation research hours	--	
Student admitted to doctoral candidacy	--	
Register for the final semester of dissertation research (completion course)	--	
Dissertation completed, successfully defended, and approved by Committee	--	
Obtain committee members signatures on Dissertation Defense Report	--	
Student completes and files all paperwork required for graduation	--	
Dissertation accepted by the University	--	
Exit interview completed and submitted to Survey of Earned Doctorates	--	

I have read this form and have had the opportunity to discuss the information contained in it with my faculty Chair/Advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the *PUAD* program, as well as the expected timeline for completing these milestones.

Student's Signature

Date

UTA ID: _____

Advisory Committee Chair Signature

Date