

Milestones Agreement Form

Urban Planning and Public Policy 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. Diagnostic Committee Chair/Advisors 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 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://catalog.uta.edu/cappa/city/#doctoraltext>)

Academic Advising

Upon entering the *UPPP* program, all students will be assigned a **Diagnostic Committee Chair/Advisor** (DCCA). The DCCA will be a faculty member of the Ph.D. program assigned to the student based on the student's research interest area and/or his/her statement letter.

The Diagnostic 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 Dissertation Committee is a three-member committee formed by the student at the completion of his/her required coursework. The Dissertation Committee is chaired by the student's dissertation-supervising professor. Together with the other Committee members, the Chair is responsible for supervising and guiding the preparation of the student's dissertation proposal, field area exams, and dissertation.

The Staff Graduate Advisor advises students on administrative matters related to course registration, drop, adds, compliance with Graduate Student Office regulations, 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 for every semester, 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 information on program requirements, general advisement
- Providing suggestions on course selection
- Reviewing the student's Degree Plan to determine student progress consistent with the expectations of the program and for reaching milestones
- Clarifying the timetable for completing any remaining course requirements, field exams and other requirements
- Providing the student with guidance in assembling a dissertation committee
- Providing the student with guidance for successful completion of dissertation.

Program Milestones	Expected Time of Achievement (full-time Student)	Expected Time of Achievement
Develop Degree Plan and form Diagnostic Committee (DC)	First semester	
Complete and file Milestone Form	Within 2 nd semester	
Review of student's progress by DC Chair/Advisor	Every Fall and Spring Semester	
Review of student's progress through DSPRO	Every year	
Successful completion of course work and selection of Dissertation Committee	At 4 th semester	
"Selection of Supervising Committee for Dissertation" form filed/submitted to Graduate Office	At 4 th semester or at the semester earning the 39 th credit hour	
Dissertation Proposal 75% complete	Within 5 th to 6 th semester	
Field Exams scheduled and successfully passed		
Dissertation Proposal successfully defended		
Research protocols and/or IRB approval (as applicable)		
Student admitted to doctoral candidacy		
Dissertation completed, successfully defended, and approved by Committee	End of 4 th year	
Student completes and files all paperwork required for graduation	End of 4 th year	
Dissertation accepted by the University	End of 4 th year	
Exit interview completed and submitted to Survey of Earned Doctorates	End of 4 th year	

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Form your Diagnostic Committee in consultation with your Diagnostic Committee Chair/Advisor
- Complete *Milestones Agreement Form* no later than the last class day of the Spring semester
- Complete all required organized coursework
- Have your Dissertation Committee formed and approved by the Graduate Studies Office
- Schedule and successfully complete required field exams
- 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 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.

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

Student's Signature

Date

UTA ID: _____

Diagnostic Committee Chair/Advisor's Signature

Date