

Milestones Agreement Form

Ph.D. in Educational Leadership and Policy Studies

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach to earn their Ph.D. degree and the timing of these milestones. Supervising Professors/Dissertation Chairs 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 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*.

Academic Advising

Upon entering the Ph.D. program in Educational Leadership and Policy Studies, all students will be assigned a supervising professor. The supervising professor will be a member of the program department.

Each Ph.D. student will be assigned a Supervising Professor upon admission. While it is not always a perfect match, we strive to connect students with professors who share similar research interests and relevant experiences. The Supervising Professor will provide guidance on academic and research-related issues, such as selecting elective courses, choosing research topics, and identifying opportunities to present at conferences. They will work alongside Graduate Advisors, who focus more on academic policies and processes, until the student selects their Dissertation Chair and forms their Dissertation Committee.

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. Graduate advisors, supervising professors and the Graduate Studies Committee are responsible for the following:

- Ensuring that annual reviews between student and Supervising Professor/Dissertation Chair occur.
- Provide information on program requirements, general advisement and information about choosing Dissertation Chair.
- 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 Dissertation 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 the 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

Requirements for all Students in the ELPS Ph.D. program

Milestone	Expected Time of Achievement	Achieved
Conduct a progress review with their Supervising Professor/Dissertation Chair annually	Every fall semester	<input type="checkbox"/>
Successfully complete the Diagnostic Exam and file the Diagnostic Exam Report	By the end of the 1 st summer semester	<input type="checkbox"/>
Complete core coursework	By the end of the 2 nd spring semester	<input type="checkbox"/>
Select the Dissertation Chair, form the Dissertation Committee, and file the Dissertation Committee form	By the end of the 2 nd spring semester	<input type="checkbox"/>
Complete research tool requirement	By the end of the 2 nd spring semester	<input type="checkbox"/>
Successfully complete the Comprehensive Exam and file the Comprehensive Exam Report.	By the end of the 3 rd fall semester	<input type="checkbox"/>
Complete electives/independent studies	3 rd year	<input type="checkbox"/>
Successfully defend the dissertation proposal	3 rd or 4 th year	<input type="checkbox"/>
Admitted to doctoral candidacy <i>After the student has successfully defended their dissertation proposal, they advance to doctoral candidacy</i>	3 rd or 4 th year	<input type="checkbox"/>
Submit research protocols to IRB for approval (as applicable). <i>After the student has successfully defended their dissertation proposal, they can submit the research protocol to IRB for approval. It should be vetted by the student's Dissertation Chair prior to submission.</i>	3 rd or 4 th year	<input type="checkbox"/>
Continue to enroll in dissertation courses and complete the dissertation. <i>It is expected that the student will take approximately one to two years to complete their dissertation.</i>	4 th or 5 th year	<input type="checkbox"/>
Successfully defend their dissertation and file the Dissertation Defense Report	Final semester (4 th or 5 th year)	<input type="checkbox"/>
Complete and file all necessary paperwork required for graduation. <i>After getting permission from their Chair verifying the student will be able to defend, they should register for EDAD 7399. The student will also apply for graduation.</i>	Final semester (4 th or 5 th year)	<input type="checkbox"/>
Submit the final dissertation to the UTA libraries	Final semester (4 th or 5 th year)	<input type="checkbox"/>
Submit exit interview <i>Upon completion of the program, graduates should complete the exit interview, which provides feedback to the Department regarding student's experience in the program. Feedback helps for future planning.</i>	Final semester (4 th or 5 th year)	<input type="checkbox"/>

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester and the first summer semester
- Complete *Milestones Agreement Form* with your Supervising Professor/Dissertation Chair no later than the last class day of the Fall semester
- Complete all required coursework
- Successfully complete the required Diagnostic Exam
- Successfully complete the required Comprehensive Exam
- Form your dissertation committee in consultation with your Dissertation Chair
- Have your committee approved by the program Graduate Study Committee 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 the required documentation to the Graduate School for completion and graduation

Possible Consequences if Milestones are not Completed in a Timely Manner

Failure to complete the milestones within the designated timeframes can result in delayed graduation, academic probation, and program dismissal. It is crucial for students to communicate regularly with their Supervising Professor/Dissertation Chair and Graduate Advisor to stay on track and address any challenges promptly to avoid these potential consequences.

I have read this form and have had the opportunity to discuss the information contained in it with my Supervising Professor/Dissertation Chair. I understand the academic milestones that I am expected to reach in order to successfully complete the Ph.D. in Educational Leadership and Policy Studies, as well as the expected timeline for completing these milestones.

Student's Name

Student's Signature

Date

Supervising Professor/Dissertation Chair's Name

Supervising Professor/Dissertation Chair's Signature

Date