

Milestones Agreement Form

Mechanical Engineering (ME) 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. 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://grad.pci.uta.edu/about/catalog/current/>).

Academic Advising

Upon entering the *ME* program, all students will be assigned an advisor. The advisor will be a member of the program department. The ME graduate advisor will be the primary advisor for each student until he/she finds a dissertation research supervising professor. The supervising professor is then responsible for the timely progress of the student's dissertation research, while the ME graduate advisor will continue ensuring his/her progress towards all the other degree requirements of the program.

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 graduate studies committees are responsible for the following:

- 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.
- 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 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

Requirements for all Full-Time Students in the ME Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with supervising professor and ME graduate advisor	Every Fall and Spring Semester
Successful completion of oral and/or written qualifying exam	Within 1st year (ME_DR) Within 1st year (ME_DB)
Coursework successfully completed	Within 3 years (ME_DR) Within 4 years (ME_DB)
Dissertation Committee appointed and approved by Graduate Office	2nd semester of 2nd year (ME_DR) 2nd semester of 3rd year (ME_DB)
Research protocols and/or IRB approval (as applicable)	2nd semester of 2nd year (ME_DR) 2nd semester of 3rd year (ME_DB)
Dissertation proposal completed and approved	2nd semester of 2nd year (ME_DR) 2nd semester of 3rd year (ME_DB)
Student admitted to doctoral candidacy	2nd semester of 2nd year (ME_DR) 2nd semester of 3rd year (ME_DB)
Dissertation completed, successfully defended, and approved by Committee	At the end of 3rd year (ME_DR) At the end of 4rd year (ME_DB)
Student completes and files all paperwork required for graduation	At the end of 3rd year (ME_DR) At the end of 4rd year (ME_DB)
Dissertation accepted by the University	At the end of 3rd year (ME_DR) At the end of 4rd year (ME_DB)
Exit interview completed and submitted to Survey of Earned Doctorates	At the end of 3rd year (ME_DR) At the end of 4rd year (ME_DB)

Degree Completion Checklist for Students

- 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 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 Office
- 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 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 advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the *ME* program, as well as the expected timeline for completing these milestones.

Student's Signature

Date

Advisor's Signature

Date

Supervising Professor (if identified)

Date