

Milestones Agreement Form
PhD Degree Program / Department of Psychology

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 Department of Psychology PhD program, all students will be assigned an advisor. The advisor will be a member of the program department. The PhD program in the Department of Psychology has three subdivisions with their own advisors: Psychological Sciences (Dr. Jared Kenworthy), Health/Neuroscience (Dr. Yuan B Peng), and I/O Psychology (Dr. Paul Paulus).

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 annual review (or more frequent 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

Other program-specific elements include:

Requirements for all Students in the Psychology PhD Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student’s progress with (advisor, Doctoral studies committee— see details in Progress Tracking Report)	Annually
Successful completion of first year of coursework	1 st year
Coursework successfully completed	3 rd – 4 th year (GPA 3.0 or above)
Research Progress Symposium	4th long semester (Spr, 2nd Yr)
Research protocols and/or IRB approval (as applicable)	
Master’s Thesis or equivalent (including proposal and defense)	2nd - 3rd Year
Successful completion of oral and/or written qualifying exam (MAP)	Within 1 Yr after MS Thesis
Dissertation Committee appointed and approved by Graduate School	Discuss with mentor
Dissertation proposal completed and approved	4th Yr
Student admitted to doctoral candidacy	
Dissertation completed, successfully defended, and approved	5th Yr
Student completes and files all paperwork required for graduation	5th Yr
Dissertation accepted by the University	5th Yr
Exit interview completed and submitted to Survey of Earned Doctorates	5th Yr

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (may also include summer as recommended by the mentor)
- Complete **Milestones Agreement Form** with your graduate advisor no later than the first week of the Fall semester
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your faculty mentor (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

Possible Consequences if Milestones are not Completed in a Timely Manner

For each milestone, you will get **ONE** warning, followed by academic probation, withdrawal of assistantship, and dismissal from the program, if not corrected.

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

Student’s Signature

Date

Advisor’s Signature

Date

Supervising Professor (if identified)

Date