

Milestones Agreement Form

Graduate Program: _____

Student Name: _____

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 PhD (*or AUD*) degree as well as when they are expected to complete these milestones. 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. The form must be submitted annually to ecegradprogram@utdallas.edu. The deadline is the 3rd Tuesday of March for the Spring admitted PhD students and 3rd Tuesday of October for the Summer & Fall admitted PhD students.

Academic Advising

Upon entering the Electrical and Computer Engineering program, all students will be assigned an advisor. The advisor will be a member of the program/department.

- The advisor will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student's academic and career development.
- The advisor will ensure that a mutually agreed upon set of expectations and goals for the student are in place and assessed periodically.
- The advisor will help the student assemble a thesis/dissertation committee.
- The advisor will provide career advice and links to information on previous graduate placement.
- The advisor will be accessible to give advice and feedback on career goals.

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:

- Annual reviews between student and advisor. The results of this review will be included in the program's annual doctoral progress report.
- Suggestions on course selection
- Review of Degree Plan to determine if modifications are necessary
- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation

Requirements for all Students in the Graduate Program:

Milestone	Expected Time Achievement
Review of Student's Progress with (advisor, Doctoral studies committee—program specific method should be noted here)	Annually (or every semester, as determined by program)
Successful completion of oral and/or written qualifying exam	ECE requirement: 3 or 4 semesters
Relevant Coursework Successfully Completed	99 SCH ¹
Dissertation Committee Appointed and Approved	54 SCH; Passed QE (and completed applicable conditions)
Research Protocols and/or IRB Approval (as applicable)	
Dissertation Proposal Completed and Approved	99 SCH ¹
Dissertation Completed and Approved by Committee	99 SCH ¹
Dissertation Accepted by Graduate School	99 SCH ¹
Exit Interview Completed and Submitted To SED	99 SCH ¹

Status/Progress of student's research for the _____ semester **OR** _____ semesters:

Progress is satisfactory in all aspects

Quality of work is generally satisfactory, but student is falling behind the expected schedule; more effort is indicated

Progress is on schedule but quality of work needs to be improved to ensure an acceptable final product

Work is sufficiently behind schedule that finishing within the support or time limits is unlikely

Quality of work is below that expected for the degree; a large change is necessary in either the effort and result being obtained or in the degree being attempted

Student is committed but appears to not have the capacity to complete the degree and should be counseled to change majors or to withdraw

Other/additional comments _____

¹ Applies only to full-time, supported students

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- Submit your signed Milestones Agreement Form to your advisor every year well in advance to meet the deadline of submission which is the 3rd Tuesday of March for the Spring admitted PhD students and 3rd Tuesday of October for the Summer & Fall admitted PhD students.
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Select the Chair and members of your dissertation committee
- 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

Number of remaining organized courses required for degree completion: _____

How many doctoral hours will student have accumulated by the end of this semester: _____

Currently how is the student supported? TA ☐ RA ☐ Self-supported ☐

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

Committee Members:

Supervising Professor (Print or type)

Student's UTD ID #

Print Student Name

Print Advisor Name

Student's Signature

Advisor's Signature

Date

Date