

The University of Texas at Tyler
{Master's Program Name}
SAMPLE Milestones Agreement Form

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 master's 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.

Academic Advising

Upon entering the {Program Name} program, all students will be assigned an advisor. The advisor will be a member of the program department. Once a student accepts admission to the {Program Name} program, an advisor is assigned by the program director based on recommendations of the admissions committee. These recommendations consider the student's anticipated program of research and faculty expertise.

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. Advisors are responsible for the following:

- Ensuring that reviews between student and advisor occur every semester.
- 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 Thesis 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 manuscript
- Providing the student with assistance in assembling a thesis committee
- Providing the student with experiences and information that will optimize the student's career opportunities and success

Requirements for all Students in the {Program Name} Program Milestone	Expected Time of Achievement
Review of student's progress with advisor	Every semester
Successful completion of written qualifying exam	Upon completion of all required coursework and with no more than 6 remaining hours of electives
Coursework successfully completed	Within 2 years of beginning program
Thesis Committee appointed and approved by Graduate School	Prior to completion of final semester of coursework
Student admitted to thesis candidacy	Following successful completion of written qualifying exam and all coursework (within 2 years of beginning program)
Thesis proposal completed and approved	Within one year of entering candidacy
IRB approval	Within two months of thesis proposal approval
Thesis completed, successfully defended, and approved by Committee	Within two years of thesis proposal approval
Student completes and files all paperwork required for graduation	Semester prior to graduation
Thesis accepted by Graduate School	Within three months of successful final defense

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 first semester
	Complete all required organized coursework
	Schedule and successfully complete required qualifying exams
	Form your thesis committee in consultation with your advisor and thesis Chair
	Have your committee approved by program Graduate Studies Committee and Graduate School
	Prepare and successfully present your thesis proposal
	Enroll in required thesis hours and complete your thesis
	Successfully complete your thesis defense
	After final format approval by The Graduate School, submit manuscript to Muntz Library

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

Student Name (print)

Student Signature

Date

Advisor Name (print)

Advisor Signature

Date