

**The University of Texas at Tyler Ph. D. in HRD program
with a specialization in Organizational Development and Change Milestone 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 Ph.D. 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 PhD in HRD program with a specialization in Organizational Development and Change all students will be assigned an advisor. The advisor will be a member of the program department. Once a student accepts admission to the PhD program, an advisor is assigned by the chair of the doctoral program. These recommendations consider the students 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 temporary advisor occur every semester. The results of this review will be included in the program’s annual THECB doctoral progress report.
- Discussing the program curriculum.
- 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 and 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 Students in the PhD in HRD Program with a specialization in Organizational Development and Change Milestones	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
Coursework successfully completed	Within two years of beginning program
Dissertation Committee appointed and approved by Graduate School	Prior to completion of final semester of coursework
Student admitted to doctoral candidacy	Following successful completion of written qualifying exam and all coursework
Dissertation proposal completed and approved	Within one year of entering candidacy

IRB approval	Within two months of dissertation proposal approval
Dissertation completed, successfully defended, and approved by Committee	Within two years of dissertation proposal approval
Student completes and files all paperwork required for graduation	Semester prior to graduation
Dissertation accepted by Graduate School	Within three months of successful final defense
Exit interview completed and submitted to SED	Prior to graduation

Degree Completion Checklist for Students

	Maintain active student status by registering for courses every fall, spring, summer semester
	Complete Milestones Agreement Form with your temporary 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 dissertation committee in consultation with your temporary advisor and selected dissertation Chair
	Have your committee approved by the Graduate School
	Apply for Advancement to Candidacy
	Prepare and successfully present your dissertation proposal
	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

I have read this form and have had the opportunity to discuss the information contained in it with my temporary advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the PhD in HRD program with a specialization in Organizational Development and Change as well as the expected timeline for completing these milestones.

Student's Signature

Date

Temporary Advisor's Signature

Date