

Milestone Agreement Form

Student Name: _____ **Mav ID:** _____
Last First

Program Name: PhD Program **Program Department:** UT Arlington School of Social Work

This form is provided for the purpose of informing students about the academic milestones 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 concern, or grievances, related to his or her Milestone 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.pic.uta.edu/catalog/current>).

Academic Advising

Upon entering the Social Work PhD program, all students are assigned an advisor. The Ph.D. Director provides advising responsibilities through the first 1 ½ years of the program. After that time, students select their advisors (Committee Chair).

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 the advisor meets with each student each semester.
- 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 successes.
- Provide student career and job advisement and/or preparation.

Student's Name: _____

Requirement for all students in: School of Social Work Ph.D. Program :

Milestone <i>Review of student's progress with (advisor, Doctoral Studies Committee, etc. Program specific method should be noted here</i>	Expected Date of Achievement (mn/dd/yyyy or as indicated) <i>Note here: Annually or every semester as determined by program</i>	Actual Date of Achievement (mn/dd/yyyy) and initials
Successful completion of oral and/or written qualifying exam.		
Coursework successfully completed.		
Dissertation Committee appointed and approved by Office of Graduate Studies.		
Research protocols and/or IRB approval (as applicable)		
Dissertation proposal completed and approved		
Student admitted to doctoral candidacy		
Dissertation completed, successfully defended and approved by Committee		
Student completes and files all paperwork required for graduation		
Dissertation accepted by the University		
Exit Survey		

Other program-specific requirements may be included here.

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.
- _____ Successfully complete required qualifying examination.
- _____ Successfully complete specialty/comprehensive examination. Date: _____
- _____ Form your dissertation committee in consultation with your Advisor and Dissertation Chair.
- _____ Have your committee approved by Program's Graduate Studies Committee. _____
- _____ 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 Office of Graduate Studies for completion and graduation.

Possible Consequences if Milestones are not COMPLETED in a TIMELY MANNER

- _____ To remain in the Program: **students must successfully complete a minimum of 15 semester hours** in the first continuous 12-month period of enrollment in the Program.
- _____ All coursework and the comprehensive examination **must be completed within four calendar years** from the date of initial enrollment in the Program

Student's Name _____

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 Social Work Ph.D. Program, as well as the expected timeline for completing these milestones.

Completion of all Timelines

Semester and Year of Graduation

Student's Signature

Date

Ph.D. Program Director/Graduate Advisor Signature Date

Supervising Professor's Signature

Date