

Milestones Agreement Form

Mechanical Engineering

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.

Academic Advising

Upon entering the Mechanical Engineering program, each student must be accepted by a faculty advisor within one long semester. In the event that a student must change faculty advisors, the student will be given no more than one semester to locate a new faculty advisor before being dismissed from the program.

- 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 ME Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of Student's Progress with (advisor, Doctoral studies committee)	Annually
Successful completion of oral and/or written qualifying exam	Within 3 long semesters (with MSME) Within 5 long semesters (w/out MSME)
Relevant Coursework Successfully Completed	99SCH
Dissertation Committee Appointed and Approved	Within 50SCH
Research Protocols and/or IRB Approval (as applicable)	99SCH
Dissertation Proposal Completed and Approved	99SCH
Dissertation Completed and Approved by Committee	99SCH
Dissertation Accepted by Graduate School	99SCH
Exit Interview Completed and Submitted To SED	99SCH

Status/Progress of student's research for fall 2023 – spring 2024 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* _____
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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 before the end of your first year
- 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: _____ /14

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

Committee Members:

Supervising Professor (Print or type)

Print Student Name

UTD ID #

Student's Signature

Date

Print Advisor Name

Advisor's Signature

Date