



UTEP Doctoral Student Milestones Agreement¹ PhD in Civil Engineering

Preamble. This Milestones Agreement (“Agreement”) shall be read and signed by every PhD in Civil Engineering student and his/her Academic Advisor (“Advisor”). The signed Agreement shall be submitted to the Graduate Program Director (“Director”) of the Department of Civil Engineering (“Department”). A student who fails to submit this Agreement in the first semester of study will face, at the minimum, a course registration hold.

Student name:

UTEP ID:

Advisor’s name:

1. Purpose. The purpose of this Agreement is to ensure that the student is aware of the milestones which the Department expects him/her to achieve as he/she progresses towards graduation. These milestones provide the time points to measure a student’s progress. Based on the progress, the Department, through its Advisor, will give advice to the student to increase his/her likelihood of success in this PhD in Civil Engineering Program (“Program”). A student who does not meet a milestone may lose his/her research assistantship, teaching assistantship, tuition support, be barred from registering in courses, be put on academic probation, or be dismissed from the Program.

2. Academic Advising. The Department will assign an Advisor to every new PhD in Civil Engineering student in the first semester of study. The student is expected to consult with the Advisor and propose a degree plan which includes a list of courses, and the tentative dates of the examinations. At every semester, the student must update the degree plan and meet with the Advisor to review his/her progress in the Program. The Department will later appoint a PhD Advisory Committee to administer the student’s Qualifying Examination, and a Dissertation Committee to administer the student’s Dissertation Proposal Examination and Dissertation Defense Examination. The Advisor will be the Chair of both Committees.

2.1. The Advisor agrees to:

- Meet with the student for advising at least once per semester.
- Explain to the student the PhD in Civil Engineering degree plan and the Program’s policy.
- Review the student’s degree plan, courses and grades, and suggest improvements.
- Advise the student on course selection.
- Assist the student to register for courses outside of the Department, should the need arise.
- Advise the student on the proper academic procedure.

2.2. The student agrees to:

- Meet with the Advisor for advising at least once per semester.
- Take the responsibility to understand the degree plan and the Program’s policy.
- At every semester, update the degree plan form with new courses and grades, and bring the updated degree plan form to meet with the Advisor.
- Follow the degree plan and milestones diligently.

¹ Required by the Texas Higher Education Coordinating Board. Version date: 12/14/2022.

3. Milestones. Select option 1 or 2 by a mark:

Option 1 - For students admitted without a master degree:

Semester	Milestone
1	Sign and submit this Agreement.
2	Register for CE6091, take and pass the PhD Qualifying Examination.
3	-
4	-
5	-
6	Complete 42 semester-credit hours of coursework Register for CE6393, take and pass the Dissertation Proposal Examination. Apply for advancement to PhD Candidacy.
7	Register for CE6398.
8	Register for CE6399, take and pass the Dissertation Defense Examination. Complete all Program requirements, and file for graduation.

Option 2 - For students admitted with a master degree:

Semester	Milestone
1	Sign and submit this Agreement. Transfer master courses to the PhD in Civil Engineering degree plan.
2	Register for CE6091, take and pass the PhD Qualifying Examination.
3	-
4	Complete 42 semester-credit hours of coursework (including transferred credits) Register for CE6393, take and pass the Dissertation Proposal Examination. Apply for advancement to PhD Candidacy.
5	Register for CE6398.
6	Register for CE6399, take and pass the Dissertation Defense Examination. Complete all Program requirements, and file for graduation.

4. Statements and Signatures

From the student (please mark):

I have read and discussed the contents of this Agreement with my Advisor.

Student's signature and date

From the Advisor (please mark):

I agree to fulfill my responsibilities as this student's Advisor.

Academic Advisor's signature and date