Milestones Agreement Form

Civil, Architectural and Environmental Engineering

This form is provided for the purpose of informing students about the academic milestones that they will be expected to each 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.

Please visit the following Graduate School website and follow the instructions on this page after you have read this form and have had the opportunity to discuss the information contained in it with your advisor: https://utdirect.utexas.edu/ogs/gdp/index.WBX. Please review the form to understand the academic milestones that you are expected to reach in order to successfully complete the CAEE program, as well as the expected timeline for completing these milestones.

Academic Advising

Upon entering the CAEE program, all students will be assigned an advisor. The advisor will be a member of the program department.

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 annual reviews between student and advisor and/or supervising committee occur. The results of this review will be included in the program’s annual doctoral progress report.
- 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 success
Requirements for all students in the CAEE Program

Milestone                                                                 Expectation of Achievement
-Review degree requirements and milestones agreement form with advisor   First semester beyond MS
-Successful completion of all exams (oral and/or written)                 End of 2nd year beyond MS
-Coursework successfully completed                                       End of 2nd year beyond MS
-English Writing Proficiency demonstrated                                 3rd year beyond MS
-Advancement to candidacy                                                  3rd year beyond MS
-IRB (human testing) approvals (if needed)                                Beginning of 3rd year beyond MS
-IACUC (animal testing) approvals (if needed)                             Beginning of 3rd year beyond MS
-Dissertation completed, successfully defended, and approved by committee End of 5th (or 6th) year
-Student completes and files all paperwork required for graduation       End of 5th (or 6th) year
-Dissertation accepted by Graduate School                                End of 5th (or 6th) year
-Exit interview completed and submitted to Survey of Earned Doctorates (SED) End of 5th (or 6th) year

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
- Schedule and successfully complete required qualifying exams
- Satisfy English Writing Proficiency requirement
- Form your dissertation committee in consultation with your advisor and dissertation chair
- Have your committee approved by program GSC and Graduate School
- 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