

Semester: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

**The University of Texas at San Antonio  
Anthropology PhD Program**

**MILESTONES 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 PhD 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 Anthropology PhD program, all students will be assigned a preliminary academic advisor based on the preference indicated in their application to the program. During the first semester of study, students are urged to meet with individual faculty to discuss research interests. A formal relationship between the student and his/her advisor is established once the student has filed the *Appointment of Advisory Committee* form.

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 Program of Study 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 Anthropology PhD Program**

<u>Milestone</u>	<u>Expected Time of Achievement*</u>
Review of student’s progress with advisor	Annually
Successfully demonstrate language proficiency	By the end of the student’s <b>sixth</b> long semester in the program
Successful completion of qualifying exam	By the end of the student’s <b>sixth</b> long semester in the program
Complete all organized coursework	By the end of the student’s <b>sixth</b> long semester in the program
Dissertation Committee appointed and approved	By the end of the student’s <b>eighth</b> long semester in the program
Research protocols and/or IRB approval (as applicable)	By the end of the student’s <b>eighth</b> long semester in the program
Dissertation proposal completed and approved	By the end of the student’s <b>eighth</b> long semester in the program
Student admitted to doctoral candidacy	By the end of the student’s <b>eighth</b> long semester in the program
Dissertation completed, defended, and approved	By the end of the student’s <b>eighth year</b>
Dissertation accepted by Graduate School	By the end of the student’s <b>eighth year</b>
Exit interview completed and submitted to SED	By the end of the student’s <b>eighth year</b>

\*Expected time of achievement for full-time students entering with an MA degree; timing for students entering without an MA or for part-time students will vary.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (and summer if on fellowship)
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Fall semester
- Complete all required organized coursework
- Demonstrate language proficiency
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your dissertation Chair
- 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

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor’s Signature

\_\_\_\_\_  
Date