

Milestones Agreement Form

Ph.D. in English

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. degrees and when they are expected to complete these milestones. Under normal circumstances, 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 Ph.D. in English program, all students will be assigned an advisor. The advisor will be a member of the program department. Until the students reach the Qualifying Exam stage, their advisor is the Ph.D. GAR.

Academic advising includes the following elements 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 ENG Ph.D. Program

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|---|------------------------|
| Milestone | |
| Review of student's progress with Ph.D. GAR | Annually |
| Coursework successfully completed | Second Year |
| Successful completion of oral and/pr written qualifying exam | Third Year |
| Dissertation Committee appointed and approved by Graduate School | Third Year |
| Language Requirement | Before qualifying exam |
| Research protocols and/or IRB approval (as applicable) | Third Year |
| Dissertation prospectus completed and approved by Ph.D. GPC | Fourth Year |
| Student admitted to doctoral candidacy | Fourth Year |
| Student completes and files all paperwork required for graduation | Fifth Year |
| Dissertation completed, defended, and approved by Committee | Fifth Year |
| Dissertation accepted by Graduate School | After defense |

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)
- 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
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Obtain approval of program GPC 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 defend your dissertation
- Submit required documentation to the Graduate School for completion and graduation

I have read this form and have discussed 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 English Ph.D. program, as well as the expected timeline for completing these milestones.

Student's Signature

Date

Advisor's Signature

Date

CHECKLIST

Requirements for English Doctoral Program

- _____ Milestone Agreement Form
- _____ Interim Program of Study (in consultation with Ph.D. GAR)
- _____ If admitted conditionally, complete all conditions to admission (by end of first year)
- _____ Choose Qualifying Exam Committee Chair (by end of second year of course work)
- _____ Completion of Language Requirement (before taking Qualifying Examination)
- _____ Qualifying Examination Committee (before completion of 33 hours; 3 months before beginning of qualification process. Meetings of Qualifying Examination Committee should be called by student to discuss reading lists and timeline, approval of rationales. and oral examination etc.)
- _____ Application for graduate faculty appointment for outside member approved by graduate council (if applicable)*
- _____ Program of Study approved
- _____ Qualifying Examination (after completion of 33 hours of course work)
 - _____ 3 Reading Lists & Rationales (5-10 pgs."each) approved
 - _____ 3 Position papers approved (10 weeks after approval of Reading Lists)
 - _____ Oral Examination
- _____ Completion of Qualifying Exam Form approved*
- _____ Appointment of Doctoral Dissertation Committee approved*
- _____ Dissertation Proposal Approval Form (8 weeks after passing Qualifying Exam)*
- _____ Application for Candidacy for the Doctoral Degree approved*
- _____ Certification of Completion of Dissertation Requirements approved*
- _____ Two copies of dissertation to Graduate School*
- _____ Upload to UM/ProQuest

*Indicates a form must be submitted to English PhD GPC, COLFA and the Graduate School