

Milestones Agreement Form
School of Behavioral and Brain Sciences
Ph.D. Program in
Speech, Language, and Hearing Sciences

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 Ph.D. in the School of Behavioral and Brain Sciences 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 a Ph.D. Program in the School of Behavioral and Brain Sciences, all students will be assigned a Research Advisor and an Academic Advisor.

Research Advisor:

The research advisor is the primary faculty member with whom the student works and who provides mentoring in research, guidance in the selection of courses, and assistance in preparation and modification of the degree plan, and general career guidance. The research advisor supervises and must sign off on the student's qualifying proposals and papers, and other documents submitted to faculty committees. The Research Advisor is also responsible for conducting an annual evaluation of the student's academic and research performance. The Research Advisor's review is included in the faculty's annual review of doctoral student performance which determines retention and funding. In most cases, the research advisor will become the chair of the student's dissertation committee and will have responsibility, along with the dissertation committee in guiding the student through completion of the dissertation.

All new students, upon entry, have selected or been assigned a research advisor. Occasionally, a student may wish to change research advisors. There are many reasons a student may seek a change. But, changes should be carefully considered since starting in a new lab or new area can result in delays in meeting deadlines. You should seek the advice of your Program Head or the Associate Dean before initiating a change. There are also situations in which a research advisor may no longer wish to serve as a student's advisor. Whether by student choice or faculty decision, **a student who at any time lacks a research advisor for a semester will be dismissed from the program.**

Academic Advisor:

The Program Head for each Ph.D. program is the Academic Advisor for students in that program. The Academic Advisors may be consulted on any matter pertaining to doctoral study. Issues related to course requirements, program procedures and opportunities, credit transfers, and other student academic issues should be addressed to the academic advisors.

Requirements for Speech, Language, and Hearing Sciences Ph.D. students:

1st Year

By December 1: Submit Project Prospectus _____
By May 1: Submit Project Proposal _____

2nd Year

By August 1: Submit Project Manuscript _____

3rd Year

Present Project at FLASH _____
All coursework except optional advanced seminars completed _____
By December 1: Dissertation Committee formed _____
By June 1: Dissertation Proposal completed _____
By August 1: Dissertation Proposal approved and defended _____

4th Year

By December 1: Grant Proposal submitted _____
Dissertation research _____

5th Year

Full draft of the Dissertation to the Committee _____
Final Dissertation approved by the Committee and defense scheduled _____
Dissertation Defense successfully completed and all revisions approved _____

Degree Completion Checklist for Students:

- Maintain active student status by registering for courses every fall and spring semester
- Submit your signed *Milestones Agreement Form* to your advisor before the end of your first semester
- Complete all required organized coursework
- Schedule and successfully complete required qualifying papers
- Select the Chair and members of your dissertation committee
- Prepare and successfully present your dissertation proposal
- 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

Status/Progress of student's research for _____ 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 _____
- _____
- _____

Number of remaining organized courses required for degree completion: _____

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

Committee Members:

Supervising Professor

Student's Printed Name:

Student's Signature

Date

Advisor's Printed Name:

Advisor's Signature

Date