

Milestones Agreement Form
School of Behavioral and Brain Sciences
Ph.D. Programs in:
Cognition and Neuroscience
Communication Sciences and Disorders
Psychological 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 all Students in PhD. Programs in the School of Behavioral and Brain Sciences:

Plan 1

1st Year

By February 1: Submit Qualifying Thesis Prospectus and form Qualifying Thesis Committee
By August 1: Submit full draft of Thesis Proposal to the Qualifying Thesis Committee

2nd Year

By October 1: Thesis Proposal approved by entire committee
By February 1: Progress report due to Thesis Committee
By August 1: Final, full draft of Qualifying Thesis due to the Thesis Committee

3rd Year

By October 1: Qualifying Thesis completed and defended
All coursework except optional advanced seminars completed
Dissertation Committee formed

4th Year

Full draft of Dissertation Proposal submitted to the Dissertation Committee
Dissertation Proposal approved and defended and dissertation research commenced

5th and 6th 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
Exit interview completed and submitted to SED

*It is expected that students will complete the program in 5 years. However, we recognize that some dissertations may require additional time.

Plan 2

1st Year

By February 15: Submit First Qualifying Project proposal

2nd Year

By October 1: Submit First Qualifying Project
By December 1: All revisions to the First Qualifying Project successfully completed
By February 1: Second Qualifying Project Proposal submitted

3rd Year

By October 1: Second Qualifying Project submitted
By December 1: All revisions to the Second Qualifying Project successfully completed
All coursework except optional advanced seminars completed
Dissertation Committee formed

4th Year

Full draft of Dissertation Proposal submitted to the Dissertation Committee
Dissertation Proposal approved and defended and dissertation research commenced

5th and 6th Year*

Full draft of the Dissertation submitted to the Committee
Final Dissertation approved by the Committee and defense scheduled
Dissertation Defense successfully completed and all revisions approved
Exit interview completed and submitted to SED

*It is expected that students will complete the program in 5 years. However, we recognize that some dissertations may require additional time.

Systems Neuroscience

1st Year

By February 15: Submit First Year Project proposal and form First Year Project committee

2nd Year

By October 1: Submit First Year Project to First Year Project committee
By December 1: All revisions to the First Year Project successfully completed
By end of fall semester: Defend 1st year project
By August 1: Dissertation Committee formed

3rd Year

All coursework except optional advanced seminars completed
By May 1: NRSA-style Dissertation Proposal submitted to the Dissertation Committee
By August 1 (or end of 3 full years): Dissertation Proposal approved and defended

4th Year

Dissertation research

5th Year

Full draft of the Dissertation submitted to the Committee
Final Dissertation approved by the Committee and defense scheduled
Dissertation Defense successfully completed and all revisions approved
Exit interview completed and submitted to SED

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

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

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