

**Milestones Agreement Form**  
**Geospatial Information Sciences**

**Name:**

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. (*or Ed.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. Timing Adjustments are made for part-time students.

**Academic Advising**

Upon entering the Geospatial Information Sciences (GISCI) program, if a student has not selected a temporary Ph.D. advisor, s/he is assigned the Associate Program Head as his/her temporary Ph.D. advisor. Students can meet with this advisor or the Program Head for academic advice, in consultation with other GISCI faculty if s/he so desires. Each student is expected to select a permanent advisor/dissertation committee chair by the end of his/her first academic year of study, and must select his/her advisor/dissertation committee chair before completing 21 credits. The advisor will be a member of the program department. *Program specific information about how advisors are assigned or may be changed should be added here.*

- The advisor will provide the student with guidance and mentoring and will seek the assistance of other faculty and graduate school resources when necessary to support the student's academic and career development.
- The advisor will ensure that a mutually agreed upon set of expectations and goals for the student are in place and assessed periodically.
- The advisor will help the student assemble a thesis/dissertation committee.
- The advisor will provide career advice and links to information on previous graduate placement.
- The advisor will be accessible to give advice and feedback on career goals.

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:

- *Annual reviews of each student by her/his advisor.* The results of this review will be included in the program's annual doctoral progress report.
- Suggestions on course selection
- Review of Degree Plan to determine if modifications are necessary
- Clarification of the timetable for completing any remaining course requirements, examinations, and other requirements
- Assistance in understanding the requirements for successful completion of dissertation
- Assistance with assembling a dissertation committee
- Assessment of background to identify deficiencies and establish how to remedy them.

**UTD Graduate Policy on transfer of credits:**

A maximum of 6 semester credit hours can be taken at the 5000 level and the rest of them should be at the 6000 level or above.

<https://catalog.utdallas.edu/2018/graduate/policies/policy>

<https://policy.utdallas.edu/utdpp1052#transfer-credit>

<b><u>Milestone</u></b>	<b><u>Expected Time of Achievement</u></b>	<b><u>Completion date</u></b>
Confirm a temporary advisor	By the end of the first two weeks of classes in the student's 1 <sup>st</sup> semester	
Confirm a permanent advisor/dissertation committee chair	By the end of the first academic year of study and must confirm dissertation chair before completing 21 credits	
Review study progress with his/her advisor	Annually	
Completion of core courses (below) and all required background courses <i>GISC 6381: GIS Fundamentals</i> <i>GISC 6325: Remote Sensing Fundamentals</i> <i>GISC 6384: Advanced GIS</i> <i>GISC 6385: GIS Theories, Models and Issues</i> <i>GISC 7310: Advanced GIS Data Analysis</i>	By the end of the 1 <sup>st</sup> academic year	
Successful completion of oral and/or written qualifying exam	By the end of May of the 1 <sup>st</sup> academic year; with a single make-up opportunity prior to the beginning of the 2 <sup>nd</sup> academic year	
Dissertation committee appointed and approved	Prior to completing 21 credits (usually reached during the third semester)	
Prescribed electives (15 credit hours from a list of prescribed organized classes; check PhD course planning file at <a href="http://gis.utdallas.edu">gis.utdallas.edu</a> for eligible courses). Fill out both course numbers and course titles.  1. _____  2. _____  3. _____  4. _____	Have the course plan drafted by the end of the third semester.  Complete all the courses by the end of the fifth semester.	

5. _____		
Completion of <i>GISC7387: GIS Research Design</i>	By the end of Fall semester of the 2 <sup>nd</sup> year	
Dissertation proposal completed, defended and approved	By the end of the regular semester (Spring or Fall) following completion of GISC 7389	
Application Area or Technical Fields (12 semester hours organized courses; No independent studies or research courses). May be transferred credits from one's Master's at UTD or other institutions.  1. _____  2. _____  3. _____  4. _____	By the end of the fifth semester.	
Other Related Electives (0-24 hours): May include independent study or research courses.	List your courses and credit hours here.	
Research and Dissertation Hours	List your research and dissertation courses here	
Dissertation completed and approved by committee	By the end of the 5 <sup>th</sup> academic year	
Dissertation accepted by the graduate school	By the end of the 5 <sup>th</sup> academic year	
Exit interview completed and Submitted To SED	By the end of the 5 <sup>th</sup> academic year	

*Other program-specific requirements may be included here.*

Status/Progress of student's research:

\_\_\_ 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 (*may also include summer depending on program-specific requirements*)
- 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 exams
- Select the Chair and members of your dissertation committee
- 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

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

Committee members (minimum 4 including advisor)

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Advisor (Print or Type)

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Student Name (Print or Type)

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Advisor signature and Date

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Student UTD ID

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Committee member (Print or Type)

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Student Signature and Date

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Committee member (Print or Type)

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Committee member (Print or Type)

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Committee member (Print or Type)