

### Doctoral Milestones Agreement Form

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach to earn their Milestone degree as well as when they are expected to complete these milestones. Advisors will work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time 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. If a student has ongoing concerns or grievances related to his or her Milestones Agreement, the student should follow the institution's academic grievances policy and procedures as outlined in the institution's graduate catalog (or Handbook of Operating Procedures).

#### Academic Advising

Upon entering the Ph.D Program in Clinical Psychology , all students will be assigned an advisor. The advisor will be a member of the program department. 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 (*or more frequent if program desires to make more frequent reviews a requirement*) 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.
- Complete the student's milestones agreement , and send to CDT for signature
- 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 Ph.D. Program in Clinical Psychology

Milestone	Expected Date of Achievement	Individual students expected date
Review of student's progress with advisor and core faculty.	Annually	
Second year project proposal approval	End of second year	
Second year project completed	End of third year	
Second year project submitted for publication	Beginning of fourth year	
Competency Committee appointed	Beginning of fourth year	
Approval of plan to fulfill the competency requirements	Beginning of fourth year	
Successful completion of competency requirement	End of Fall semester fourth year	
Coursework successfully completed	End of fourth year	
Dissertation Committee appointed and approved by Graduate School	End of Spring semester fourth year	
Dissertation proposal completed and approved	By beginning of Fall semester 5 <sup>th</sup> Year. August 15 <sup>th</sup> (Before applying for internship)	
Research protocols and/or IRB approval (as applicable)	End of fall 5 <sup>th</sup> year	
Student admitted to doctoral candidacy	By beginning of Fall semester 5 <sup>th</sup> year (Before applying for internship)	
Application for doctoral internship	October 1, 5 <sup>th</sup> year	
Completion of doctoral internship	End of 6 <sup>th</sup> year	
Dissertation completed, successfully defended, and approved by Committee	End of 6 <sup>th</sup> year ( If student has not completed the doctoral dissertation by the 9 <sup>th</sup> year, student has to request the program for a continuation)	
Student completes and files all paperwork required for graduation	August 6 <sup>th</sup> year	
Dissertation accepted by Graduate School	August 6 <sup>th</sup> year	
Exit interview completed	August 6 <sup>th</sup> year"	

Other program-specific requirements may be included here.

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

- Have your committee approved by program GSC 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 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 to successfully complete the Ph.D. Program in Clinical Psychology, as well as the expected timeline for completing these milestones.

Signature lines for other stakeholders may be added, as appropriate.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Printed Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCT Printed Name

\_\_\_\_\_  
Director of Clinical Training Signature

\_\_\_\_\_  
Date