

2018 Milestones Agreement: MS Program

The students in the MS degree program must reach a number of academic milestones in order to earn their degrees. Adhering to the schedule of these milestones ensures a timely progression to completing the program.

Academic Advising

Upon entering the GSBS MS program, all students will be assigned an interim academic advisor from the GSBS Deans' Office. New students are also encouraged to seek advice from the GSBS Program Directors or their designees (if applicable). Once a student selects his or her thesis advisor, this faculty member will take over the advising role. Any first-year student who has not yet found a research advisor by the time that this form is due should contact the Office of Academic Affairs to set up an appointment with a GSBS advisor.

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. Students and their advisors are mutually responsible for working together to ensure that the student accomplishes the following:

- Assemble an advisory committee with guidance from the advisor.
- Meet with the advisor and advisory committee every 6 months or more often.
- Select appropriate courses based on the degree requirements and suggestions from the student's advisory committee.
- Review and understand all of the degree requirements and progress consistently with the expectations of the program, reaching milestones according to the timeline provided on this form; work with the Office of Academic Affairs, the student's Advisory Committee or the Program Director (if applicable) if modifications are necessary.
- Meet regularly with the advisor to clarify the timetable for completing any remaining requirements.
- Understand the requirements for the writing and successful defense of the thesis.

Requirements for students in the MS Program

Milestone

Expected Time of Achievement¹

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| • Complete <i>Ethical Dimensions of the Biomedical Sciences</i> | End of Fall term of 1 st year |
| • Select a research advisor and Program affiliation | End of Fall term of 1 st year |
| • Form the Advisory Committee | Spring term of 1 st year |
| • Hold the first advisory meeting | Summer term of 1 st year |
| • Submit the petition for MS candidacy | End of Summer term of 1 st year |
| • Complete online ethics modules | End of Summer term of 1 st year |
| • Hold Advisory Committee meetings | Every six months |
| • Complete at least 36 semester-hours of pertinent coursework: | Before graduation |
| ○ 12 semester-hours of didactic courses graded A-F | |
| ○ <i>Ethical Dimensions of the Biomedical Sciences</i> | |
| ○ <i>Research in Biomedical Sciences (minimum of 6 credit hours)</i> | |
| ○ <i>Thesis for Master of Science (minimum of 6 credit hours)</i> | |
| • Submit a signed petition to defend thesis | Two weeks prior to defense |
| • Defend thesis | Before graduation |
| • Submit final signed thesis and complete all exit paperwork | Before graduation |
| • Complete all degree requirements | Within three years of admission |

¹The expected timing listed is based on matriculation in the Fall Semester of the academic year

Degree-Completion Checklist for Students

- Maintain active student status by registering as a full-time student for courses every Fall (9 credit hours minimum), Spring (9 credit hours minimum) and Summer (6 credit hours minimum) term
- Successfully complete all Milestones listed on the previous page
- Each year complete the *Milestones Agreement Form* with advisor by August 31.

We have read this form and discussed the milestones. The student understands that completion of these academic milestones according to the stated timeline is necessary in order to successfully complete the GSBS MS program.

Student's Name: _____

Student's Signature

Date

Advisor's Name: _____

Advisor's Signature

Date

To complete this assignment, upload and submit the signed PDF form to Canvas. Name the PDF file with the student's name (last name/first name) to make it identifiable.

Manual signature procedure: Print this form. Student and advisor should sign and date it (both signatures should be on the same form). A scanned PDF file can then be uploaded to Canvas by the student.

The GSBS computer lab, BSRB S3.8112, is equipped with printers and scanners. Alternatively, mobile devices with cameras can be used. Visit [this page](#) (links to an external site) for suggested apps. Make sure that the entire document is in the photo and that the image is focused with enough lighting for the text and signatures to be legible.

Digital signature procedure: This PDF file may be signed using digital IDs in Adobe Acrobat Reader. Clicking on the signature field(s) will trigger a prompt to attach a digital ID file, if one has been created. The PDF should then be saved and uploaded to Canvas by the student.

For technical advice, email gsbs.support@uth.tmc.edu.

NEITHER ELECTRONIC NOR PAPER VERSIONS OF THIS FORM WILL BE ACCEPTED DIRECTLY BY THE GSBS – THE STUDENT IS REQUIRED TO UPLOAD THE SIGNED FORM TO CANVAS