



## MSE Milestone Master

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Date: \_\_\_\_\_

Name: \_\_\_\_\_ uNID: \_\_\_\_\_

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*Students must apply for the Milestone Master one semester before the semester of their dissertation defense.*

### Criteria for a PhD student to be eligible for a milestone master:

- has been in the program for a minimum of 2 years
  - has passed the Qualification Exam
  - has established their Supervisory Committee members
  - has successfully defended their Dissertation Proposal
  - has completed 30 credit hours of coursework (out of the 36 credit hours required for the PhD) with a GPA of 3.0 or better
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### Milestone Master Checklist

Admission Date: \_\_\_\_\_

Qualification Exam Date: \_\_\_\_\_

#### Supervisory Committee:

Faculty Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Dissertation Proposal Date: \_\_\_\_\_

**Program of Study:** Please attach the MSE PhD Program of Study form to this application.

**Recommendation for Change of Graduate Classification:** Students must complete the Recommendation for Change of Graduate Classification form *one semester before the semester of their dissertation defense*. The form can be found here:  
<https://registrar.utah.edu/handbook/graduateclassification.php>

★ **Graduation:** Once a student has received approval for their Milestone Master from the MSE Academic Advisor, students must apply for graduation for both the MS degree and PhD degree. To apply for graduation, simply click on the “Apply for Graduation – Graduate” tile under the Graduation tile in Campus Information Services (CIS) and follow the instructions on each page. Note: This link does not become active until your Supervisory Committee has been entered into Grad School Tracking.

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed form and supporting documents should be submitted via email to  
Marcie Leek: [marcie.leek@utah.edu](mailto:marcie.leek@utah.edu)