GRADUATE STUDENT MILESTONE INFORMATION

How to view and read milestones in Campus Solutions

University-wide graduate student requirements are tracked in campus solutions via milestones. These milestones are:

- Admission/time limit requirement/approved extensions
 - Master's thesis/non-thesis plan
- Admission to candidacy
- Doctoral comprehensive exam
- Doctoral final exam OR dissertation defense
- PhD dissertation submission
- PhD dissertation title
- Master's final exam (where applicable)
- Master's thesis submission (where applicable)

The Graduate School generally maintains milestones, with assistance from the Office of the Registrar for bulk changes. Graduate Program Assistants should have view access, and a report is being created in CU Data to pull milestone information in a more aggregated format.

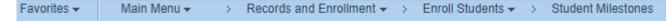
Types of Milestones, levels associated with each, information about what each milestone tracks, Campus Solution code:

Milestone	Level	Tracks	CS Coding
Time to Degree	DOC - Doctoral	Doctoral time to degree- 6 years	WDGRTIME/DOC
Time to Degree	MTP - Masters Thesis Plan	Master's time to degree- 4 years	WDGRTIME/MTP
Time to Degree	MFE - Masters Final Exam	Master's time to degree- 4 years	WDGRTIME/MFE
Time to degree	MCW- Masters Coursework Only	Master's time to degree- 4 years	WDGRTIME/MCW
Admission to Candidacy	DOC - Doctoral	Date doctoral student admitted to candidacy	WADMCAND/DOC
Admission to Candidacy	MAS - Masters	Date master's student admitted to candidacy	WADMCAND/MAS
Exam	DOCCOMP - Doctoral Comprehensive Exam	Completion (passing) and attempt dates of comprehensive exam	WEXAM/DOCCOMP
Exam	DOCFINAL - Doctoral Final Exam	Completion (passing) and attempt datesof doctoral final exam for DMA and AUDD	WEXAM/DOCFINAL
Exam	MASFINAL - Masters Final Exam	Completion (passing) and attempt dates of master's final exam (master's final exam students only)	WEXAM/MASFINAL
Defense	DIS - Dissertation	Completion (passing) and attempt dates of PhD dissertation defense	WDEFENSE/DIS
Defense	THE - Thesis	Completion (passing) and attempt dates of master's thesis defense (thesis plan students only)	WDEFENSE/THE
Thesis Submission Approval	DIS - Dissertation	Submission date of PhD dissertation	WSUBAPPR/DIS
Thesis Submission Approval	THE - Thesis	Submission date of master's thesis	WSUBAPPR/THE
Title, Level Dissertation		Title of PhD dissertation	DISSERT/000

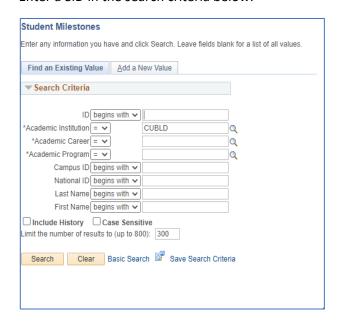
How to access milestones:

In CS, follow the path below (and set as a favorite):

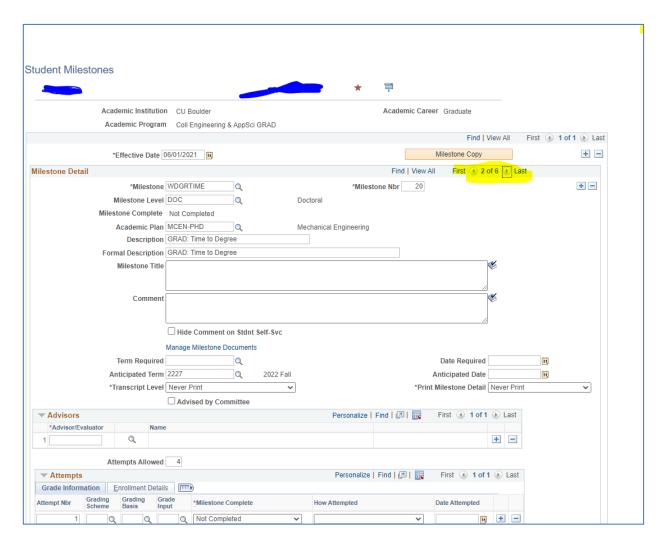
Milestone Information for GPAs summer 2022 Updated 7.22.22



Enter a SID in the search criteria below:



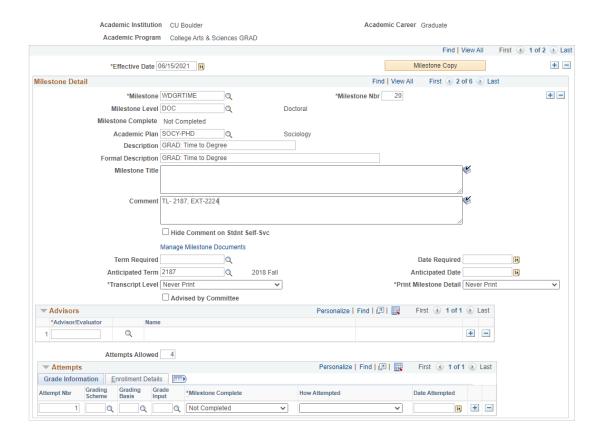
For the student below, note that the first of the milestones will display. You can see in this case that this is the second milestone of six (highlighted). Flip between milestones by pressing the forward button to see each one.



Time to Degree milestone:

The student's Time Limit populated in "anticipated term" field based upon time limits in policy. If an extension of time limit is approved GS staff will update anticipated term field with new term code. GS plans to initially add information in the "comments" field, like: TL (Time limit)- 2027, EXT- (Extension) 2037", or to note holds if found to be helpful. Graduate School may also use "comments" field to track students cleared or removed from graduation (example: ok-sp21, d-sp21) ahead of any other notations.

Example of doctoral student with extension below:



For master's students, this milestone will also track thesis vs. non-thesis plan. Students will be assigned a non-thesis plan upon admission (see "thesis plan students" section below) and those students completing a thesis plan will have their milestones updated upon submission of a master's thesis plan (MTP) form.

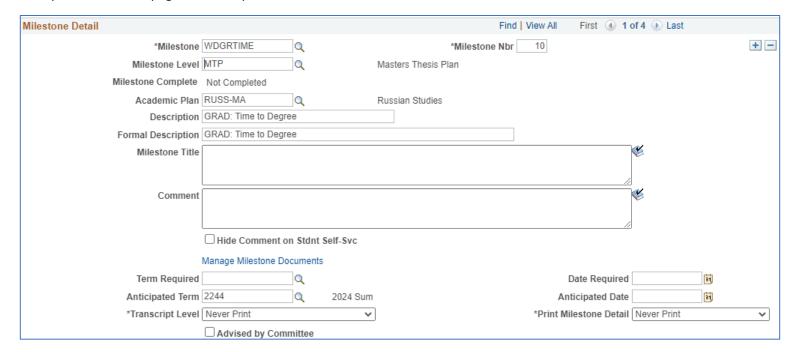
The milestone level of a master's student can be used to track students in different plans and correctly advise them as to their degree requirements.

Master's degree level codes, descriptions, and explanations are below:

Milestone Level	Description	Corresponding Degree Plan Information
MCW	Master's Coursework Only	Student is non-thesis in a program which does not require a final examination for non-thesis students
MFE	Master's Final Exam	Student is non-thesis in a program which requires a final examination for non-thesis students

MTP Master's Thesis Plan Student is thesis plan; must register for thesis hours, conduct thesis defense, and submit written thesis

Example of milestone page for thesis plan master's student below:

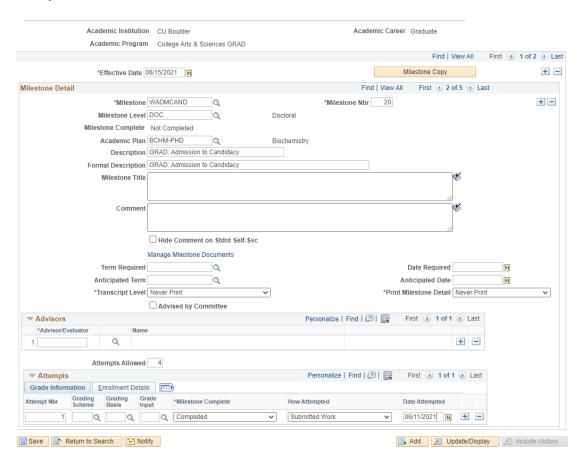


Admission to Candidacy milestone:

Graduate School will use "attempts" field to track admission to candidacy. Upon admission to candidacy, "completed," "submitted work," and date of candidacy approval will be visible. If candidacy application has been submitted but issues need

to be addressed, "in progress" and "submitted work" and "not completed" may be visible. Comments in comment field may address issues. In this case, attempt will be changed to "completed" when approved.

Example of admitted student below:



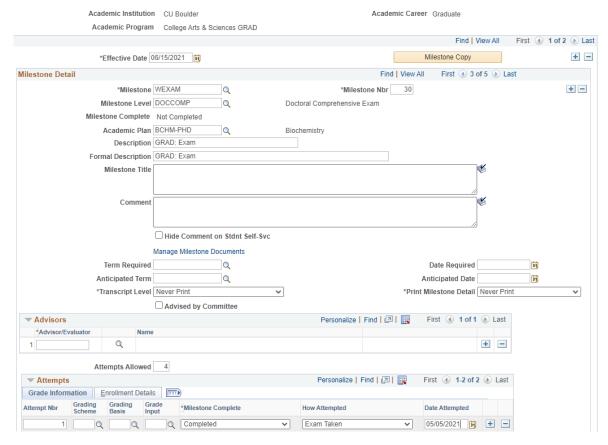
Exam milestones:

Graduate School will use "attempts" field to track (based upon milestone level):

- Master's final exams: for non-thesis students in programs which require a final exam
- Doctoral comprehensive exam: for all doctoral students
- Doctoral final exam: for DMA and AUDD students

Where exam attempted and passed, "completed" and then "exam passed" and date of exam will be visible. Where exam attempted and not passed, "not completed," "not passed," and date of exam will be visible. If exam attempted again and passed, second attempt will be visible.

Example of doctoral comprehensive exam below:



For the doctoral comprehensive exam milestone, if exam passed conditionally, "in progress" will be visible. When conditions are met, attempt will be changed to "completed" with date when approved.

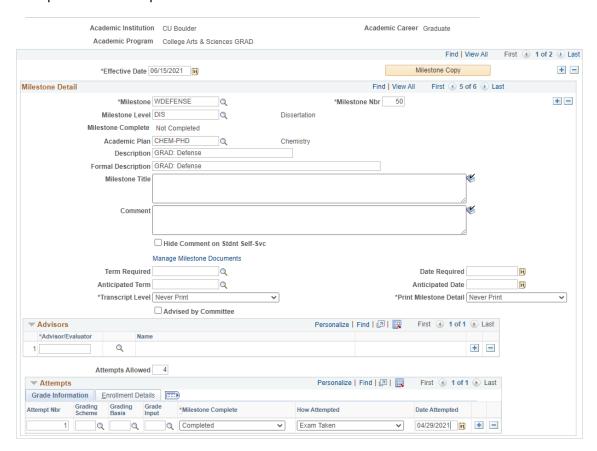
Defense milestones:

Graduate School will use "attempts" field to track (based upon milestone level):

- Master's thesis defense: for thesis-plan students only
- PhD dissertation defense: for PHD students only

Where defense attempted and passed, "completed" and "exam passed" and date of exam will be visible. Where defense attempted and not passed, "not completed" and "not passed" and date of exam will be visible. If defense attempted again and passed, second attempt will be visible.

Example with defense passed below:



Submission milestones:

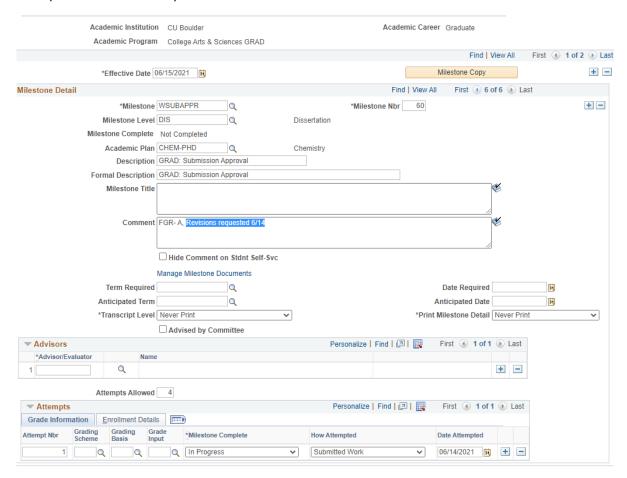
Graduate School will use "attempts" field to track (based upon milestone level):

Master's thesis: for thesis plan only

PhD dissertation: for PhD students only

Where student submits approved thesis AND TAF, "completed" and "submitted work" and date will be visible. Where student submits thesis and revisions are required (or TAF is not included), "in progress' and "submitted work" and date will be visible. Information about revisions necessary may be visible in comment field. Submission of Final Grade Report may be tracked in comment field if necessary. When thesis is re-submitted and approved, attempt will be changed to "completed."

Example with revisions requested below:



Dissertation title milestone:

PhD students enter dissertation title upon applying to graduate. Milestone may not appear until this time.

Master's Thesis plan students:

Please note that thesis plan students register for 4-6 master's thesis hours (9 for CRWR MFA students), conduct a thesis defense of 3 committee members, and submit a written thesis through ProQuest. Students who are pursuing a creative thesis, project, music thesis project, portfolio, or other type of culminating activity are not considered to be thesis plan students, and need not fill out the MTP form as described below.

Thesis vs. non-thesis codes:

In most programs, it is not possible to know whether students will pursue a thesis or non-thesis plan before matriculation. Thus, students will initially be assigned the master's time to degree milestone in either the master's final exam or the master's coursework only levels upon admission (see information and codes in time to degree milestone section above). This distinction will be made based upon the plan code, and whether that program requires a final exam for non-thesis students.

To correctly track students who are pursuing a thesis plan, it is necessary to update their milestones to identify them as thesis plan. This is important for several reasons:

- It allows the units and the Graduate School to understand the student's degree requirements and advise them appropriately related to thesis hour, defense/committee, and submission requirements
- It allows the Graduate School to more efficiently track requirements and award degrees
- Future enhancements may allow degree audit to track more clearly and accurately requirements and communicate requirements to students

MTP for and update process:

Students who have determined that they will pursue a thesis plan should submit the master's thesis plan form as soon as they have made this determination, but no later than the apply to graduate deadline during the semester in which they plan to graduate. Once the form is received, the Graduate School will update the student's milestones, changing the time to degree milestone to reflect the master's thesis plan and adding the defense and submission milestones. The Graduate School will also review the student's thesis/non-thesis plan selection on their candidacy application form when submitted, to ensure that this selection matches the milestones in place and any previous form or information submitted.

The form is available on the Graduate School website and has detailed instructions and screenshots included.

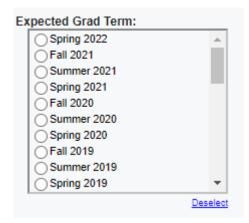
If a student who has previously completed the MTP form wishes to change their plan back to non-thesis, please reach out to the Gradaute School with the student's name and SID, so that we may adjust the milestones back to non-thesis.

CU-Data Reporting:

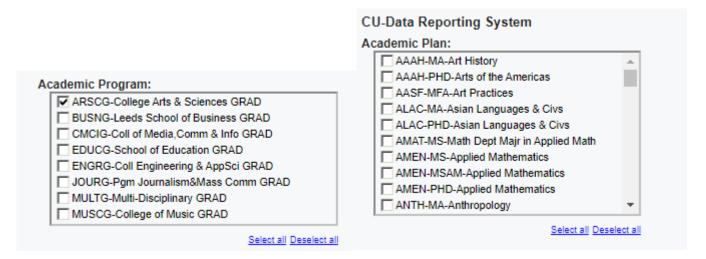
To see a report of all milestones for a group of students, utilize the **"Graduate Student Milestone Report" in** CU Data. Navigate to "team content" and follow the path below.

Team content > CUBLD > Records and Registration > General Student Records Data Reports

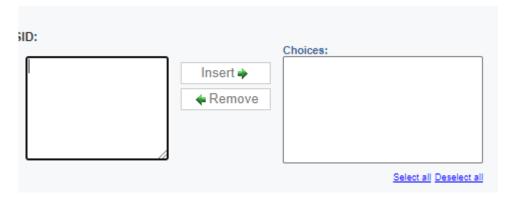
- Hover over the report title and click the three dots to the right- select "run as" excel.
- You can also choose to run the report in the background using the instructions in the following section.
- Use the combination of prompts to pull the list for the population of students to suit your purpose. Examples follow.
- Use "expected graduation term" to pull lists of students who have applied to graduate in any term and see the milestones and completion dates



• Use the "program" prompt to select your college, then click next at the very bottom of the page and use "plan" prompt to pull lists of students in your unit, whether applied to graduate or not

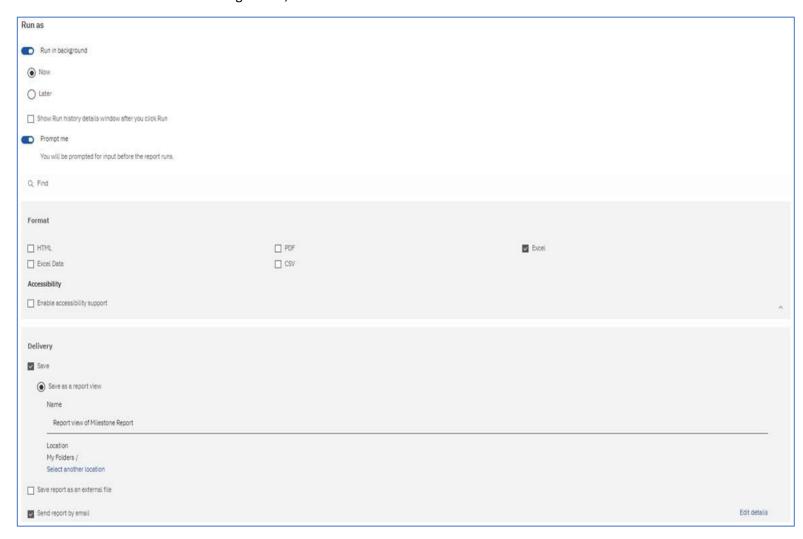


- Use the milestone prompt to pull students with a specific type of milestone
- Use the doctoral or masters prompt to narrow your report to one level or the other
- Defaults are set to pull active and students on leave of absence, but you can update to show your completed or discontinued students
- Use the SID field to show the report for an individual student



Run Milestone report in background:

Select "run as" and then "run in background", see screenshots below.



In the "Delivery" section, be sure to click "edit details" and enter the email address(es) you want to get notified AND disable the "attach report output" option:

