

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 dates of 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:

Student Milestones

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼

Search Criteria

ID

begins with ▾

*Academic Institution

= ▾

CUBLD

🔍

*Academic Career

= ▾

🔍

*Academic Program

= ▾

🔍

Campus ID

begins with ▾

National ID

begins with ▾

Last Name

begins with ▾

First Name

begins with ▾

☐ Include History

☐ Case Sensitive

Limit the number of results to (up to 800):

300

Search

Clear

Basic Search

🔍

Save Search Criteria

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.

Student Milestones

Academic InstitutionCU Boulder

Academic CareerGraduate

Academic ProgramColl Engineering & AppSci GRAD

Find | View All

First1 of 1Last

*Effective Date06/01/2021

Milestone Copy

Milestone Detail

Find | View All

First2 of 6Last

*MilestoneWDRGTIME

Milestone LevelDOC

Milestone CompleteNot Completed

Academic PlanMCEN-PHD

DescriptionGRAD: Time to Degree

Formal DescriptionGRAD: Time to Degree

Milestone Title

Comment

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required

Anticipated Term22272022 Fall

*Transcript LevelNever Print

*Milestone Nbr20

Doctoral

Mechanical Engineering

Date Required

Anticipated Date

*Print Milestone DetailNever Print

▼ Advisors

Personalize | Find | 1 of 1 | Last

*Advisor/Evaluator

Name

1

Attempts Allowed4

▼ Attempts

Personalize | Find | 1 of 1 | Last

Grade Information

Enrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		

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.

Milestone Information for GPAs summer 2022

3

Find | View All First 1 of 2 Last

*Effective Date 06/15/2021 Milestone Copy

Milestone Detail Find | View All First 2 of 6 Last

*Milestone WDGRTIME *Milestone Nbr 20

Milestone Level DOC Doctoral

Milestone Complete Not Completed

Academic Plan SOCY-PHD Sociology

Description GRAD: Time to Degree

Formal Description GRAD: Time to Degree

Milestone Title

Comment TL- 2187, EXT-2224

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required Date Required

Anticipated Term 2187 2018 Fall Anticipated Date

*Transcript Level Never Print *Print Milestone Detail Never Print

☐ Advised by Committee

Advisors Personalize | Find | 1 of 1 Last

*Advisor/Evaluator	Name
1	

Attempts Allowed 4

Attempts Personalize | Find | 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		

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

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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:

Academic InstitutionCU BoulderAcademic CareerGraduate

Academic ProgramCollege Arts & Sciences GRAD

Find | View AllFirst1 of 2Last

*Effective Date06/15/2021Milestone Copy

Milestone DetailFind | View AllFirst2 of 5Last

*MilestoneWADMCANDMilestone Nbr20

Milestone LevelDOCDoctoral

Milestone CompleteNot Completed

Academic PlanBCHM-PHDBiochemistry

DescriptionGRAD: Admission to Candidacy

Formal DescriptionGRAD: Admission to Candidacy

Milestone Title

Comment

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term RequiredDate Required

Anticipated TermAnticipated Date

*Transcript LevelNever Print*Print Milestone DetailNever Print

☐ Advised by Committee

AdvisorsPersonalize | Find | First1 of 1Last

*Advisor/EvaluatorName

1

Attempts Allowed4

AttemptsPersonalize | Find | First1 of 1Last

Grade InformationEnrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Completed	Submitted Work	06/11/2021

SaveReturn to SearchNotify

AddUpdate/DisplayInclude History

Exam milestones:

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

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- 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:

Academic Institution CU Boulder Academic Career Graduate
Academic Program College Arts & Sciences GRAD

Find | View All First 1 of 2 Last

*Effective Date 06/15/2021 Milestone Copy

Milestone Detail Find | View All First 3 of 5 Last

*Milestone WEXAM *Milestone Nbr 30
Milestone Level DOCCOMP Doctoral Comprehensive Exam
Milestone Complete Not Completed
Academic Plan BCHM-PHD Biochemistry
Description GRAD: Exam
Formal Description GRAD: Exam
Milestone Title
Comment
☐ Hide Comment on Stdnt Self-Svc
[Manage Milestone Documents](#)
Term Required Date Required
Anticipated Term Anticipated Date
*Transcript Level Never Print *Print Milestone Detail Never Print
☐ Advised by Committee

▼ **Advisors** Personalize | Find | 1 of 1 Last
*Advisor/Evaluator Name
1
Attempts Allowed 4

▼ **Attempts** Personalize | Find | 1-2 of 2 Last
Grade Information Enrollment Details
Attempt Nbr Grading Scheme Grading Basis Grade Input *Milestone Complete How Attempted Date Attempted
1 Exam Taken 05/05/2021 Completed

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:

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Updated 7.22.22

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:

Academic InstitutionCU BoulderAcademic CareerGraduate

Academic ProgramCollege Arts & Sciences GRAD

Find | View AllFirst1 of 2Last

*Effective Date06/15/2021Milestone Copy

Milestone DetailFind | View AllFirst5 of 6Last

*MilestoneWDEFENSE

Milestone LevelDIS

Milestone CompleteNot Completed

Academic PlanCHEM-PHD

DescriptionGRAD: Defense

Formal DescriptionGRAD: Defense

Milestone Title

Comment

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required

Anticipated Term

*Transcript LevelNever Print

☐ Advised by Committee

*Milestone Nbr50

Dissertation

Chemistry

Date Required

Anticipated Date

*Print Milestone DetailNever Print

AdvisorsPersonalize | Find | 1 of 1Last

*Advisor/Evaluator

Name

1

Attempts Allowed4

AttemptsPersonalize | Find | 1 of 1Last

Grade Information

Enrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Completed	Exam Taken	04/29/2021

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:

Academic InstitutionCU BoulderAcademic CareerGraduate

Academic ProgramCollege Arts & Sciences GRAD

Find | View All

First1 of 2Last

*Effective Date06/15/2021

Milestone Copy

Milestone Detail

Find | View All

First6 of 6Last

*MilestoneWSUBAPPR

*Milestone Nbr60

Milestone LevelDIS

Dissertation

Milestone CompleteNot Completed

Academic PlanCHEM-PHD

Chemistry

DescriptionGRAD: Submission Approval

Formal DescriptionGRAD: Submission Approval

Milestone Title

CommentFGR-A. Revisions requested 6/14

☐ Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required

Date Required

Anticipated Term

Anticipated Date

*Transcript LevelNever Print

*Print Milestone DetailNever Print

☐ Advised by Committee

Advisors

Personalize | Find |

First1 of 1Last

*Advisor/Evaluator

Name

1

Attempts Allowed4

Attempts

Personalize | Find |

First1 of 1Last

Grade Information

Enrollment Details

Attempt Nbr

Grading Scheme

Grading Basis

Grade Input

*Milestone Complete

How Attempted

Date Attempted

1

In Progress

Submitted Work

06/14/2021

Dissertation title milestone:

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

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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 Graduate 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

Expected Grad Term:

☐ Spring 2022
☐ Fall 2021
☐ Summer 2021
☐ Spring 2021
☐ Fall 2020
☐ Summer 2020
☐ Spring 2020
☐ Fall 2019
☐ Summer 2019
☐ Spring 2019

[Deselect](#)

- 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

CU-Data Reporting System

Academic Plan:

☐ AAAH-MA-Art History
☐ AAAH-PHD-Arts of the Americas
☐ AASF-MFA-Art Practices
☐ ALAC-MA-Asian Languages & Civs
☐ ALAC-PHD-Asian Languages & Civs
☐ AMAT-MS-Math Dept Majr in Applied Math
☐ AMEN-MS-Applied Mathematics
☐ AMEN-MSAM-Applied Mathematics
☐ AMEN-PHD-Applied Mathematics
☐ ANTH-MA-Anthropology

[Select all](#) [Deselect all](#)

Academic Program:

☒ ARSCG-College Arts & Sciences GRAD
☐ BUSNG-Leeds School of Business GRAD
☐ CMCIG-Coll of Media,Comm & Info GRAD
☐ EDUCG-School of Education GRAD
☐ ENGRG-Coll Engineering & AppSci GRAD
☐ JOURG-Pgm Journalism&Mass Comm GRAD
☐ MULTG-Multi-Disciplinary GRAD
☐ MUSCG-College of Music GRAD

[Select all](#) [Deselect all](#)

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- 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

SID:

Insert ➡

⬅ Remove

Choices:

[Select all](#) [Deselect all](#)

Run Milestone report in background:

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

Run as

Run in background

Now

Later

Show Run history details window after you click Run

Prompt me

You will be prompted for input before the report runs.

Find

Format

HTML

Excel Data

PDF

CSV

Excel

Accessibility

Enable accessibility support

Delivery

Save

Save as a report view

Name

Report view of Milestone Report

Location

My Folders /

Select another location

Save report as an external file

Send report by email

Edit details

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:

Send report by email

To

Erik Magelssen x

CcBccDirectory

SubjectA new version of Milestone Report is available

Message

XUndoRedoReplyReply AllForwardInsert LinkInsert ImageInsert VideoInsert TemplateList Bulleted ListList Numbered ListList DiscardList UndoList RedoList StylesFormatText ColorBackground ColorLink UnlinkImage Alt TextTable Border

BBIUSx²x³I_x|¼½¾•••¶§¨©ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞßàáâãäåæçèéêëìíîïðñòóôõö÷øùúûüýþÿ

Include the following with my message

Include link

Attach report output

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