Beginning with summer 2021, university-wide graduate student requirements will be tracked in campus solutions via milestones. These milestones are:

- Admission/time limit requirement/approved extensions
- 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:

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How to access milestones:

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

Favorites ▾ ▼ → Main Menu ▾ ▼ → Records and Enrollment ▾ ▼ → Enroll Students ▾ ▼ → Student Milestones
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 with extension 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” will 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:
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:

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

Milestone Information for GPAs
Updated 2.14.22
Master’s Thesis plan students:

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. This distinction will be made based upon the plan code, and whether that program requires a final exam for non-thesis students.

Beginning in spring 2022, a procedure will be established to update the milestone to thesis plan for those students who do plan to formally pursue a thesis plan. (These students will enroll for master’s thesis hours and submit a written thesis. This does not include students pursuing a project, capstone, creative thesis, or music thesis project). During fall 2021, adjustments of this nature will need to be made manually- please contact the Graduate School with questions.

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, then select this report.

- 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 doctoral or masters prompt to narrow your report to one level or the other (doctoral or masters)

• 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:
Milestone Information for GPAs
Updated 2.14.22

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