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Guide to the Grad Milestones Report

This report may be helpful in tracking both student milestones as well as progress toward degree for individual students and cohorts. The report captures both the milestones currently on a student's account (e.g., General Exam, Related Area Requirement, Dissertation Proposal, Foreign Language Requirement), as well as total credits earned and cumulative GPA for all active graduate students.

Please note, the General Exam and Dissertation Proposal are separate milestones (the full policy can be found in the Graduate Catalog > Academic Regulations > Graduate Degree Programs: General Requirements > Graduate Degree Programs: Doctor of Philosophy Degree). In instances where a program considers the successful defense of the dissertation proposal to serve as an oral General Exam, both the Report on the General Exam form and the Dissertation Proposal forms must be submitted to Degree Audit in order for the milestones to be recorded on the student's record. Failure to submit both forms can result in degree auditing delays and delayed eligibility for Level 3 if the student is also a Graduate Assistant.

Report Fields

Admit Term = Admit term is the semester the student was matriculated into the program.

Requirement Term/Catalog Year = Requirement term is the catalog year requirements the student will need to fulfill to graduate. It usually, though not always, matches the admit term, however, students have the option to request to change to a later catalog year.

Milestone = Milestones only appear if steps were taken (e.g., submitting the Report on the General Exam Form) to add the milestone to the student's record. Students who have a "." in the Milestone column do not have any milestones on their account. Each milestone appears on its own line and includes whether the milestone is complete/incomplete/in progress, how it was satisfied, and the date the milestone was attempted or completed.

- Doctoral programs have a "Doctoral Plan of Study Received" milestone. Master's and certificate programs do not have a milestone associated with Plan of Study submission.
- If the status is "In progress," this likely means that Degree Audit has notified the student that further information is needed for the milestone to be complete (for example, an in progress dissertation proposal milestone usually indicates that IRB/IACUC approval was still pending when the form was submitted to Degree Audit; the student may be currently taking the class needed to satisfy the foreign language requirement; or there may be an approval missing from the submitted General Exam form).

Degree Application Status = Students with "Applied" in this column have applied for graduation through Student Admin.

Cumulative GPA = This calculation includes all courses the student completed on their GRAD career, even if some of those courses will ultimately not be included on the Plan of Study. The cumulative GPA for all courses included on the Plan of Study must be a 3.0 or above for the degree or certificate to be conferred.

Enrolled Credits in Progress = Credits the student is enrolled in for the semester for which this report was run (indicated in the cover email for the report).

Total Earned Credits = Credits the student has earned, meaning they have been awarded a passing grade. Attempted credits are not displayed.

FERPA Indicator = A “Y” in this field indicates the student has signed the FERPA privacy form, indicating that none of their student record data can be shared to any third party outside of university employees with legitimate educational interests.

Residency = Options are In State, Out of State, Unverified Residency, and New England Regional. The student’s tuition rate is based on this indicator.

Student Groups = Columns AD and beyond are various student groups. These designations may be helpful, but in some cases, may not apply to your program.