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
		Completion (passing) and attempt dates of comprehensive	
Exam	DOCCOMP - Doctoral Comprehensive Exam	exam	WEXAM/DOCCOMP
		Completion (passing) and attempt datesof doctoral final	
Exam	DOCFINAL - Doctoral Final Exam	exam for DMA and AUDD	WEXAM/DOCFINAL
		Completion (passing) and attempt dates of master's final	
Exam	MASFINAL - Masters Final Exam	exam (master's final exam students only)	WEXAM/MASFINAL
		Completion (passing) and attempt dates of PhD dissertation	
Defense	DIS - Dissertation	defense	WDEFENSE/DIS
		Completion (passing) and attempt dates of master's thesis	
Defense	THE - 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):

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Favorites
Main Menu
Records and Enrollment
Favorites
Students
Student Milestones

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
D begins with
*Academic Institution = V CUBLD Q
*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.

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Academic Institution	CU Boulder			Academic Care	er Graduate			
Academic Program	Coll Engineering & AppSci GRA	AD						
					Find \	/iew All	First 🕢 1 of 1 🕑	Last
*Effective Date 0	6/01/2021				Milestone Copy		+	
ilestone Detail				Find View Al	l 🛛 🛛 💽 💽 🛛 🖓 🖓	f 6 🕑 La	ist	
*Milestone	WDGRTIME Q		*Milest	one Nbr 20			· · ·	-
Milestone Level	DOC	Doctor	al					
Milestone Complete	Not Completed							
Academic Plan	MCEN-PHD	Mecha	nical Engineering					
Description	GRAD: Time to Degree							
Formal Description	GRAD: Time to Degree					~1		
Comment						¥		
	Hide Comment on Stdnt Self	-Svc						
1	Manage Milestone Documents							
Term Required	Q				Date Required		Ħ	
Anticipated Term	2227 Q 20	022 Fall			Anticipated Date		31	
*Transcript Level	Never Print	~		*Print	Milestone Detail	Never Prin	nt 🗸]
	Advised by Committee							
Advisors			Personalize	Find 💷 🔣	First 🕢 1 of 1	🕑 Last		
*Advisor/Evaluator Name								
1Q						+ -		
Attempts Allowed	4							

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:

Academic Institution	CU Boulder		Academic	Career Graduate			
Academic Program	College Arts & Sciences GF	RAD					
				Find V	/iew All	First 🕢 1 of 2 🕟	Last
*Effective Date 0	6/15/2021			Milestone Copy		+	-
Milestone Detail			Find Vi	ew All First 🕢 2 d	of 6 🕑 Las	st	
*Milestone	WDGRTIME Q		*Milestone Nbr	20		+	-
Milestone Level	DOC	Doctoral					
Milestone Complete	Not Completed						
Academic Plan	SOCY-PHD	Sociology	1				
Description	GRAD: Time to Degree						
Formal Description	GRAD: Time to Degree						
Milestone Title				4	K		
Commont	TL 2197 EXT 2224				×		
Comment	TE- 2167, EXT-2224				~		
				li li			
	Hide Comment on Stdnt S	Self-Svc					
	Manage Milestone Documents						
Term Required	Q			Date Required		81	
Anticipated Term	2187 Q	2018 Fall		Anticipated Date		31	
*Transcript Level	Never Print	~	*	Print Milestone Detail	Never Print	 t	1
	Advised by Committee						<u> </u>
Advisors			Personalize Find 🔄	First 🕢 1 of 1) Last		
*Advisor/Evaluator Name							
1 Q					+ -		
Attempts Allowed	4						
▼ Attempts			Personalize Find 🔄	👔 🛛 First 🕢 1 of 1	🕑 Last		
Grade Information Enrollment Details							
Attempt Nbr Grading Scheme Grading Basis Gra	de Milestone Complete	Hov	Attempted	Date Attempted			
	Q Not Completed	~		- 11	+ -		

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	Description	Corresponding Degree Plan Information
Level		
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:

Milestone Detail				Find	d View All	First 🕢 1	of 4 🕟 Last		
*Milestone	WDGRTIME Q		*M	lilestone Nbr	10				+ -
Milestone Level	МТР 🔍	M	lasters Thesis Plan						
Milestone Complete	Not Completed								
Academic Plan	RUSS-MA	R	ussian Studies						
Description	GRAD: Time to Degree								
Formal Description	GRAD: Time to Degree								
Milestone Title							V		
						,			
Comment	·								
						/.	8		
	Hide Comment on Stdnt S	elf-Svc							
	Manage Milestone Documents								
Term Required	Q				D	ate Required	1	ļ	
Anticipated Term	2244 🔍	2024 Sum			Ant	icipated Date	31	ļ	
*Transcript Level	Never Print	~			*Print Mil	estone Detail	Never Print		~
	Advised by Committee								

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:

Academic Inst	itution CU Boulder		Academic Care	er Graduate	
Academic Pr	ogram College Arts & Sciences GRAD				
				Find View All	First 🕢 1 of 2 🕑
*Effective I	Date 06/15/2021			Milestone Copy	•
ilestone Detail			Find View A	All First 🕢 2 of 5 🕑	Last
*Mile	stone WADMCAND	1	Milestone Nbr 20		+
Milestone	Level DOC	Doctoral	·		
Milestone Com	plete Not Completed				
Academic	Plan BCHM-PHD	Biochemistry			
Descri	iption GRAD: Admission to Candidacy				
Formal Descri	ption GRAD: Admission to Candidacy				
Milestone	Title			K	
C				<u>//</u>	
Com	ment			×	
				11	
	Hide Comment on Stdnt Self-Svc	2			
	Manage Milestone Documents				
Term Req	uired			Date Required	31
Anticipated	Term			Anticipated Date	1
*Transcript	Level Never Print	~	*Prin	t Milestone Detail Never	Print 🗸
	Advised by Committee				
	Advised by Committee				
Advisors	Advised by Committee	Persona	lize Find 💷 🔣	First 🕢 1 of 1 🕟 La	st
Advisors Advisor/Evaluator	Name	Persona	lize Find 🔄 📑	First 🕢 1 of 1 🕟 La	ist
Advisors Advisor/Evaluator	Name	Persona	lize Find 🔄 🌉	First 🕢 1 of 1 🕟 La	ist
Advisors Advisor/Evaluator	Name	Persona	lize Find 🖉 🧱	First (1 of 1) La	ist —
Advisors Advisor/Evaluator Attempts All Attempts	Name	Persona	lize Find 🖉 📑	First (*) 1 of 1 (*) La (*)	ast
Advisor/Evaluator Advisor/Evaluator Attempts All Grade Information Enrollment	Name Owed 4 Details	Persona	lize Find 🕗 📑	First () 1 of 1 () La	ast
Advisors Advisor/Evaluator Attempts All Attempts Grade Information EnrolIment Attempt Nbr Grading Grading Basis	Name Details Image: Second secon	Persona Person How Attempted	lize Find (2)	First (1) 1 of 1 (1) La First (1) 1 of 1 (1) La Date Attempted	ast

🔚 Save 🔯 Return to Search 🖃 Notify

📑 Add 🖉 Update/Display 🖉 Include 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	ctoral Comprehensive Exam
Milestone Complete Not Completed	
Academic Plan BCHM-PHD Q Bio	chemistry
Description GRAD: Exam	
Formal Description GRAD: Exam	
Milestone Title	×.
Commont	
Comment	×.
	/i
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 🔄 🌉 First 🕢 1 of 1 🕟 Last
*Advisor/Evaluator Name	
1 Q	* -
Attempts Allowed 4	
Attempts	Personalize Find 🔄 🔜 First 🕢 1-2 of 2 🕟 Last
Grade Information Enrollment Details	
Attempt Nbr Grading Scheme Grading Basis Grade Input *Milestone Complete	How Attempted Date Attempted
1 Q Q Completed ~	Exam Taken 🗸 05/05/2021 🛐 🕂 🖃

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:

Academic Institution Academic Program	CU Boulder College Arts & Sciences GRAD	Acade	mic Career Graduate	
			Find	View All 💦 First 🕢 1 of 2 🕟 Las
*Effective Date	06/15/2021		Milestone Copy	+ -
Milestone Detail		Find	View All First 🕚 5	of 6 🕟 Last
*Milestone	WDEFENSE	*Milestone Nbr	50	+ -
Milestone Level	DIS	Dissertation		
Milestone Complete	Not Completed			
Academic Plan	CHEM-PHD	Chemistry		
Description	GRAD: Defense			
Formal Description	GRAD: Defense			
Milestone Title				1 alian a
Comment	[//	1 November 1997
				~
			/]
	Hide Comment on Stdnt Self-Svc			
	Manage Milestone Documents			
Term Required	Q		Date Required	31
Anticipated Term	Q		Anticipated Date	81
*Transcript Level	Never Print 🗸		*Print Milestone Detail	Never Print 🗸
	Advised by Committee			
Advisors		Personalize Find 🔄	🔣 🛛 First 🕢 1 of 1	🕟 Last
*Advisor/Evaluator Name	3			
1				+ -
Attempts Allowed	4			
Attempts		Personalize Find 🖉	🛛 🔜 🛛 First 🕢 1 of	1 🕑 Last
Grade Information Enrollment Detail	s 💷			
Attempt Nbr Grading Scheme Grading Basis Inp	ade *Milestone Complete	How Attempted	Date Attempted	
	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 Institution CU Boulder	Academic C	areer Graduate	
Academic Program College Arts & Sciences GRAD			
		Find View	All First 🕢 1 of 2 🕟 L
*Effective Date 06/15/2021		Milestone Copy	· · ·
Ailestone Detail	Find View	w All First 🕢 6 of 6	● Last
*Milestone WSUBAPPR	*Milestone Nbr 60		+ -
Milestone Level DIS	Dissertation		
Milestone Complete Not Completed			
Academic Plan CHEM-PHD	Chemistry		
Description GRAD: Submission Approval			
Formal Description GRAD: Submission Approval			
Milestone Title		K	
Comment FGR-A, Revisions requested 6/14		×	
		11	
☐ Hide Comment on Stdnt Self-Svc			
Manage Milestone Documents			
Term Required		Date Required	31
Anticipated Term		Anticipated Date	31
*Transcript Level Never Print	*P	rint Milestone Detail Nev	ver Print 🗸
Advised by Committee			
Advisors	Personalize Find 💷 🜉	First 🕢 1 of 1 🕑	Last
*Advisor/Evaluator Name			
1 Q		+	
Attempts Allowed 4			
▼ Attempts	Personalize Find 🔄	First 🕢 1 of 1 🕑	Last
Grade Information Enrollment Details			
Attempt Nbr Grading Scheme Grading Basis Grade Input *Milestone Complete	How Attempted	Date Attempted	
1 Q Q In Progress	✓ Submitted Work ✓	06/14/2021 🕅 🖪	8 🖃

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

Ex	pected Grad Term:	
	Spring 2022	*
	Fall 2021	
	Summer 2021	
	O Spring 2021	
	Fall 2020	
	Summer 2020	
	Spring 2020	
	Fall 2019	
	Summer 2019	
	O 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



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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

		Choices:	
	Insert 🔶		
	Remove		

Run Milestone report in background:

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

Run as			
Run in background			
Now			
O Later			
Show Run history details window after you click Run			
Prompt me			
You will be prompted for input before the report runs.			
Q, Find			
Format			
HTML	POF	Excel	
Excel Data	Can can		
Accessibility			
Enable accessibility support			^
Delivery			
Save			
Save as a report view			
Name			
Report view of mussione 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 🗙	
Cc Bcc	Directory
Subject	
A new version of Milestone Report is available	
Message	
$ \begin{array}{c} B & I & U & S \\ \end{array} \begin{array}{c} X_{2} & X_{2} \\ \end{array} \end{array}$	
Include the following with my message	
Com Attach report output	