

GRADUATE STUDENT MILESTONE LEVELS

Below is a list of graduate student milestones. Each of these have different levels in the system. This helps indicate where the student is in terms of completing their requirements.

Milestones:

- **GRADCOMM:** Graduate Committee
- **GRFINALEX:** Graduate Final Examination
- **THESIS:** Graduate Master's Thesis
- **DISSERT:** Doctoral Dissertation
- **GRQUALEX:** Graduate Qualifying Exam
- **ATC:** Advancement to Candidacy
- **IDP:** Individual Development Plan
- **MDA:** Master's Degree Acknowledgement

In this instruction guide, we will cover the levels for Graduate Committee, Graduate Final Examination, Graduate Qualifying Exam, and Advancement to Candidacy.

NAVIGATION

To view milestone levels in the Student Information System, navigate to:

NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

To view a graduate student's milestones in GIMS, go to:

<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

GRADUATE COMMITTEE (GRADCOMM) MILESTONE - LEVELS

- **Blank:** if no committee exists yet for this student.
- **Committee Started ("COMMSTART"):** If at least one member of the committee has been entered, but not every required role is filled yet.
- **Committee Has Errors ("ERROR"):** If at least one member of the committee is no longer valid to hold that position.
- **Full Valid Committee ("COMMVALID"):** if all required committee roles are filled with appropriate graduate faculty members.

GRADUATE FINAL EXAM (GRFINALEX) MILESTONE - LEVELS

- **Blank:** if the final examination information has not yet been entered by the student's academic unit.
- **Passed Final Exam (PASS):** if the student's academic unit has entered the final examination information into the myUFL SIS and it is not yet expired.
- **Final Exam Expired (EXPIRED):** if the final examination is more than two semesters old, and thus is no longer valid for graduation purposes.
- **Petitioned to Extend Exam (PETITION):** a temporary status used if the academic unit has successfully petitioned the Graduate School to use a final examination that would otherwise be expired.

GRADUATE MASTER'S THESIS AND DOCTORAL DISSERTATION (THESIS AND DISSERT) MILESTONE - LEVELS

- **Blank:** If the student has not yet submitted their thesis or dissertation via GIMS.
- **First Editorial Submission (FIRSTSUBMISSION):** If the student has made first submission to the Graduate Editorial Office via GIMS.
- **Final Editorial Submission (FINALSUBMISSION):** If the student has made final submission to the Graduate Editorial Office via GIMS.
- **Final Clearance (FINALCLEARANCE):** If the Graduate Editorial Office has certified that the student has achieved Final Clearance status for their thesis or dissertation.

GRADUATE QUALIFYING EXAM (GRQUALEX) MILESTONE - LEVELS

- **Blank:** if the student's academic unit has not yet entered qualifying examination and candidacy information in the myUFL SIS.
- **PASS1:** if the student has passed the qualifying examination, but two semesters have not yet passed, so the exam cannot yet be used for graduation purposes.
- **PASS2:** if the student has passed the qualifying examination at least two semesters ago, so the exam can be used for graduation purposes.
- **EXPIRED:** if more than five years have passed since the qualifying examination was passed, the student must be re-examined at their final defense.
- **PETITION1:** extend expired milestone for an additional year
- **PETITION2:** requalify expired milestone at the same time student takes final exam

INDIVIDUAL DEVELOPMENT PLAN (IDP) MILESTONE - LEVELS

- **NO DATA:** the student's academic unit has not yet entered the date that the student met with an adviser to discuss the IDP
- **UP-TO-DATE:** the date that the student met with an adviser to discuss/review the IDP
- **NEEDS REVIEW:** students need to meet with an adviser annually to review/update the IDP. This level indicates that a student must meet with an adviser for the current academic year to review and update the IDP.

GRADUATE MDA MILESTONE - LEVELS

- **PROPOSED:** decision by CC = committee chair, DC = department chair, PD = program director/Grad Coordinator
- **AFFIRMED/DENIED:** decision by College Level authority
- **APPROVED/DENIED:** decision by Graduate School

If you need additional assistance, contact the Graduate School at graddata@ufl.edu.