

## 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

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.aspx>

### 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- **Committee Has Errors ("ERROR"):** If at least one member of the committee is no longer valid to hold that position.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- **Final Exam Expired (EXPIRED):** if the final examination is more than two semesters old, and thus is no longer valid for graduation purposes.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.

If you need additional assistance, contact the Graduate School at [graddata@ufl.edu](mailto:graddata@ufl.edu).