Departmental Milestone Results Tracking (Last updated 4/6/2020)

In order to use this form, students must have either an approved Appointment of Advisory Committee form or an approved Appointment of Faculty Advisor form on file with the Graduate College so that the form may route for appropriate signatures.

Student Instructions

Students initiate this form. To access the form:

1. Students must log into their Grad Rebel Gateway account
2. On the Forms tab, they will click on “Departmental Forms”
3. They must click on the “Create New Departmental Milestone Results Tracking Form” button

The web form will open with the Student Information pre-populated.

The student must complete the fields under the “Milestone Information” header.

The only required fields are:

**Type of Milestone** - Drop-down options are:

- if the student selects “Other,” an “If Other, specify” field appears, and the student will need to enter the type of milestone:

**Activity Date**

This is where the student can monitor the status of their form once it is initiated.
At the bottom of the page – the Approval Signatures will pre-populate based on the student’s approved Appointment of Advisory Committee form or Approval of Faculty Advisor form. The student will need to click the “Submit” button. This will trigger the form to automatically begin to route for signatures via DocuSign.

Note: Form requires Graduate Coordinator OR Department Chair approval, not both.
Faculty Instructions

The form will route via email to each of the required signers – the sender is “University of Nevada, Las Vegas via DocuSign.”

The Milestone Information is what the student entered into the web form.

The student’s Advisory Committee Chair/ Faculty Advisor is the first signer who will receive the form. This person will need to enter in the results.

Results fields:

- “Attempt #” field is optional.
- “Results of Milestone” is required. Drop-down options
- “Conditions/Comments” field is optional.
Each signer is required to sign the form and provide a recommendation. Recommendation options are: Approve, Deny, and Alternate Recommendation.

If signers give an Alternate Recommendation, the comment box below their signature line is required so that the signer can provide more information about what they are recommending.

When a signer is finished signing and entering any applicable comments, they must click on the Finish button.

The Graduate Coordinator or Department Chair signs the form last. After this signature is received, the completed form will be sent via email to all signers of the form.