

Departmental Milestone Results Tracking Form

(Last updated 5/10/2021)

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:P

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.
4. The web form will open with the Student Information pre-populated. The student must complete the fields under the “Milestone Information” header. The following two fields are required:
 - a. Type of Milestone - drop-down menu options are:
 - Qualifying Exam
 - Preliminary Exam
 - Comprehensive Exam
 - Prospectus Defense
 - Final Exam
 - Other
 - If the student selects “Other,” an “If Other, specify” field appears, and the student will need to enter the type of milestone.
 - b. Activity Date
5. The other fields are optional, and students should consult with their graduate coordinator about which of those fields, if any, to complete.
6. 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. Please note, this form requires Graduate Coordinator OR Department Chair approval, not both.

Faculty Instructions

After the student has submitted the web form, it will take 60-minutes for the form to begin routing via email to each of the required signers – the email sender is “University of Nevada, Las Vegas via DocuSign.”

- The Milestone Information section of the form has all the information entered by the student 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.
 - “Attempt #” field is optional.

- “Results of Milestone” is required. Drop-down options:
 - Pass
 - Pass with conditions/revisions
 - Incomplete
 - Fail
 - “Conditions/Comments” field is optional.
- Each subsequent signer is required to sign the form and provide a recommendation. Recommendation options are:
 - Approve
 - Deny
 - 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.
- Note: The Graduate College does not review this form.