



Milestones & Committees Reference Guide

Questions about Milestones & Committees?
Email the Graduate School at gradrec@grad.umass.edu

Graduate Milestones & Committees

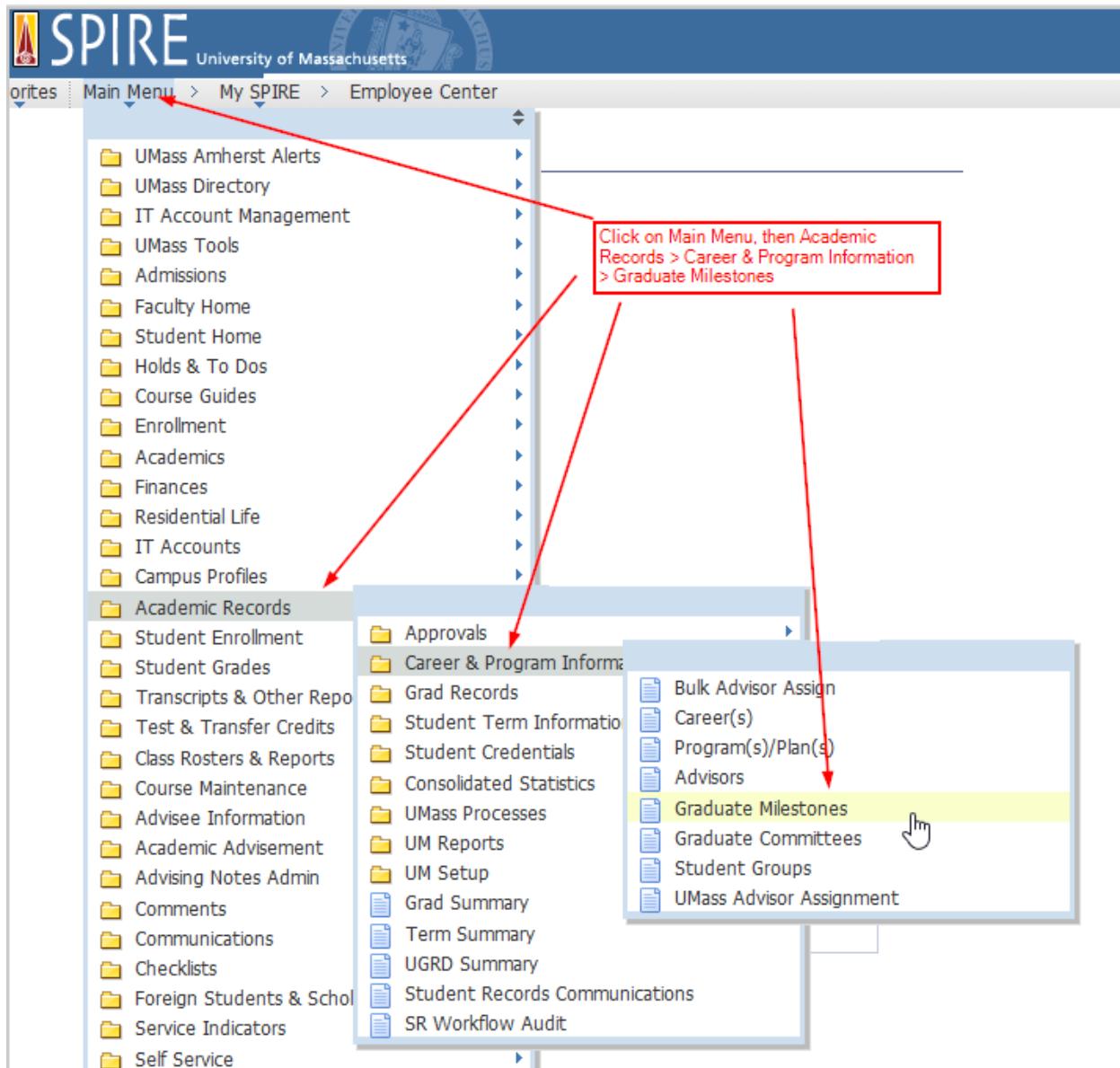
Introduction

All graduate students must complete certain academic and administrative requirements in order to graduate. Some of these requirements, such as forming a thesis committee, defending a thesis or passing a general exam, are recorded as *Graduate Milestones* in SPIRE. **Note:** The Graduate School uses the term “thesis” primarily to refer to a master’s thesis and “dissertation” is used for a doctoral manuscript. The rest of this document follows the Graduate School’s use of these terms.

- **The Graduate School updates the majority of the *Graduate Milestones and Committees* information in SPIRE.** Questions about the current use of milestone and committee information should be directed to the Graduate School.
- **Milestones vary from one program to another.** For example, some master’s programs require a thesis, while others do not.
- **The Graduate School enters most milestones in SPIRE only after they are completed.** An exception is the milestone for the doctoral dissertation defense. The Graduate School enters the doctoral defense milestone as **In Progress** after the Graduate School has approved the announcement of the defense. The milestone is updated to **Completed** when the Graduate School receives notice from the program that the student passed the defense.
- **Milestones for master’s and doctoral committees show that the committee was appointed and give the date of appointment.** Go to *Graduate Committees* to see information about committee members, committee revision dates, or the status of committee problems.

View Graduate Milestones

1. In the *Main Menu*, go to *Academic Records > Career & Program Information > Graduate Milestones*.



The Student Milestones search screen will open

2. On the *Student Milestones* search screen:

Breadcrumbs show you your current location and provide links for quick navigation.

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

ID: begins with This refers to the 8-Digit SPIRE ID.

Academic Institution: = UMAMH

Academic Career: =

Academic Program: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with Portions of the First and Last Names are searchable as well.

Include History Correct History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Click Search or Enter.

Note: If your search criteria match multiple students, a list of names will appear on the search screen. Refine hits by adding more detail to search fields and/or click on link associated with a student's record to access the Student Milestone screen.

[Find an Existing Value](#) | [Add a New Value](#)

- In the ID field, enter the **8-digit SPIRE ID** of the student whose milestones you wish see.
 - If you don't know the ID, enter the student's **Last Name** and **First Name** farther down the screen.
 - Click **Search** or press **Enter**. The *Student Milestones* screen will open.
- Note:** If your search criteria match multiple students, a list of names will appear on the search screen. Click any of the links associated with a student's record to access the *Student Milestones* screen.

3. On the *Student Milestones* screen:

SPIRE University of Massachusetts

Favorites Main Menu > Academic Records > Career & Program Information > Graduate Milestones

Student Milestones

Academic Institution: U. of Massachusetts Amherst Academic Career: Graduate
 Academic Program: Anthropology Program Not Active

*Effective Date:

Milestone Detail

*Milestone:	D-COMPS	*Milestone Nbr:	540
Milestone Level:			
Milestone Complete:	Completed		
Academic Plan:	PHD-ANTH	Anthropology (PhD)	
Description:	Preliminary Comprehensive Exam		
Formal Description:	Preliminary Comprehensive Exam		
Milestone Title:			
Comment:			
<input type="checkbox"/> Hide Comment on Stdnt Self-Svc Manage Milestone Documents			
Term Required:		Date Required:	
Anticipated Term:		Anticipated Date:	
*Transcript Level:	Official	*Print Milestone Detail:	Always
<input type="checkbox"/> Advised by Committee			

Advisors

# Advisor/Evaluator	Name
1	

Attempts Allowed:

Attempts

Grade Information		Enrollment Details		Attempts		
Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	Milestone Complete	How Attempted	Date Attempted
1				Completed	Exam Taken	12/14/2007

Effective Date: Date of last update

Location	Field	Sample Values
Milestone Detail section	<ul style="list-style-type: none">▪ Milestone¹▪ Milestone Nbr²▪ Milestone Complete▪ Academic Plan▪ Description of Milestone▪ Milestone Title▪ Transcript Level▪ Print Milestone Detail	M-OUTLINE, D-COMPS 10, 590, 1210 Completed, In Progress MS-PSYCH Master's Outline/Prospectus³ Title of thesis or dissertation Official, Unofficial Always, Never
Location	Field	Sample Values
Attempts section	<ul style="list-style-type: none">▪ Attempt Nbr▪ Milestone Complete▪ How Attempted▪ Date Attempted	1, 2 Completed, In Progress, Not Completed Exam Taken, Submitted work, Submitted electronically 5/10/2015

TIPS:

- a. SPIRE usually tracks one successfully completed attempt per milestone. Occasionally more than one attempt is recorded, e.g., when a candidate fails the dissertation defense and tries again.
- b. To see if a milestone will appear on the official transcript, check the *Transcript Level* and *Print Milestone Detail* in the *Milestone Detail* section.

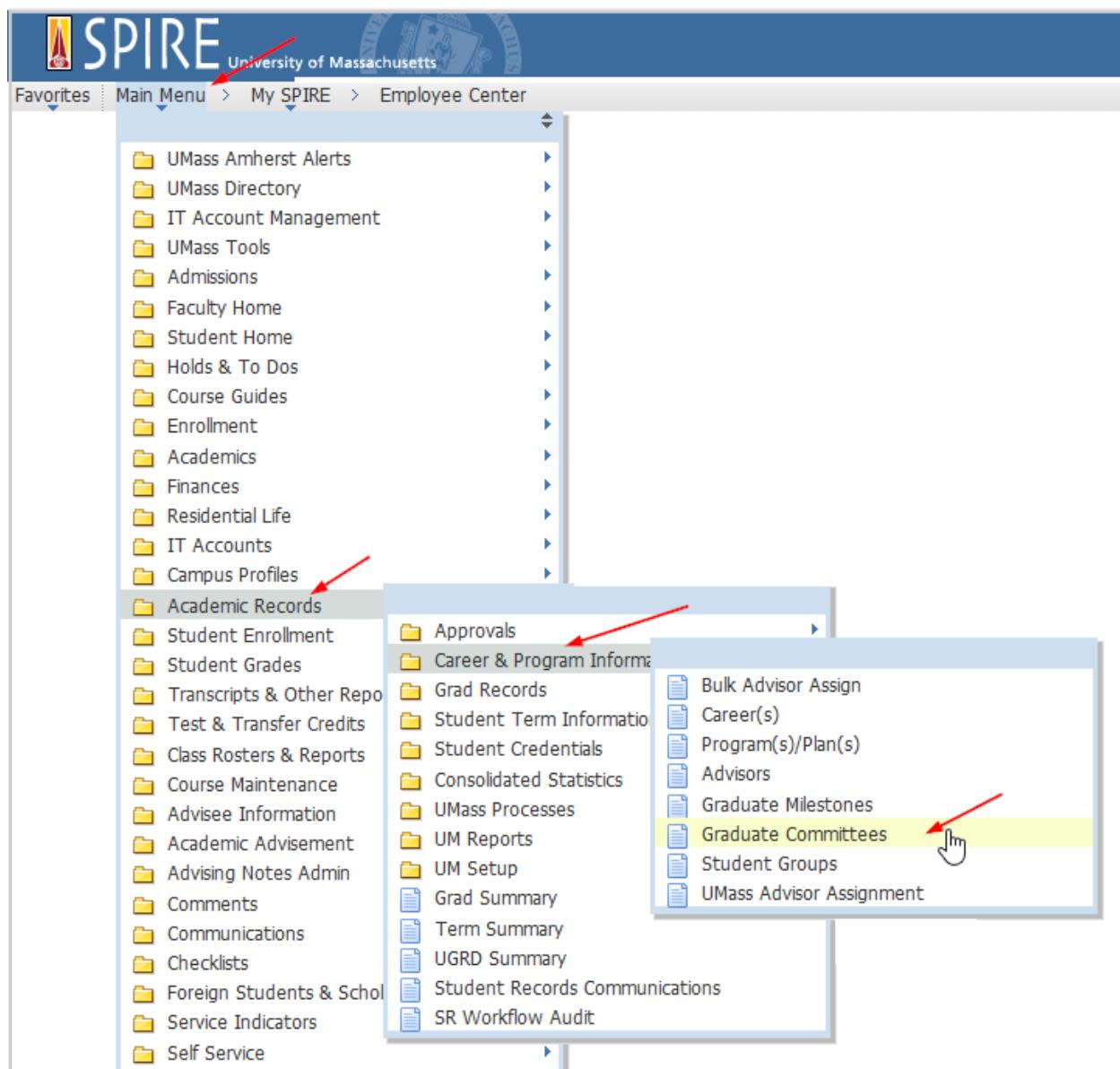
¹ Milestones have 4 different letter designations: *M* (*Masters*), *D* (*Doctoral*), *E* (*College of Education*), *P* (*Professional Doctoral*). Language exams are listed without a letter designator but can be distinguished by the Milestone Number.

² Milestone number categories: 1-499 for Masters; 500-999 for Doctoral; >1000 for milestones entered by School of Education for their use only

³ The terms "Outline," "Prospectus," and "Proposal" are used interchangeably by the Graduate School.

View Graduate Committees

In the *Main Menu*, go to *Academic Records > Career & Program Information > Graduate Committees*:



Committee Designations Explained

The committee designation is made up of 6 characters, combined according to the following procedure:

- Start with the last 4 digits of the SPIRE ID.
- Add M (Master's) or D (Doctoral).
- Add the first letter of the student's last name if that results in a unique committee designation. If the committee designation is already taken, try the next letter of the alphabet, and so on until a unique designation is found.

Example: **1234DL** for Tom Jones, doctoral student, ID = 10001234. In this example, the designations **1234DJ** and **1234DK** would have been used for doctoral dissertation committees for other students.

We recommend that you access the *Committees* screen after you know the last 4 digits of the student's ID.

1. Using the SPIRE Menu, go to *Academic Records > Career & Program Information > Graduate Committees*. The *Manage Committees* search screen will open.

Manage Committees

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution:	=	<input type="text" value="UMAMH"/>	
Committee:	begins with	<input type="text"/>	
Description:	begins with	<input type="text"/>	
Committee Type:	begins with	<input type="text"/>	

Include History Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

2. On the *Manage Committees* search screen:
 - In the *Committee* field, enter the **last 4 digits** of the student's 8-digit SPIRE ID.
 - Leave the other fields blank.
 - Click **Search** or press **Enter**. One or more committees will appear in the *Search Results*. Click any of the links in the row for the committee you wish to view.

3. On the *Committee* screen:

Location	Field	Sample Values
Committee tab	<ul style="list-style-type: none"> ▪ Committee ▪ Effective Date ▪ Status ▪ Committee Name ▪ Committee Type ▪ Description 	1234DB 03/10/2015 Active, Inactive DDC for <student> DISSRTATN, CAPTSONE, MASTERS, ADMIN DDC⁴ approved 9/8/08, Outside member does not have GFS⁵
Committee Members tab	<ul style="list-style-type: none"> ▪ Member Number ▪ ID ▪ Role ▪ Start Date ▪ End Date 	1, 2, 3 1893XXXX Chair, Co-Chair, Member 03/10/2012 05/04/2099

TIPS:

- a. If the Committee Type field on the *Committee* tab is set to **ADMIN**, then there is a problem with the committee appointment. Comments about the problem will appear in the *Description* field on the same tab.
- b. The *Description* field on the *Committee* tab usually contains the date the committee appointment was approved by the Graduate School. This field may also contain the date(s) the committee was revised or comments about a problem with the committee.
- c. To see the members of a committee, go to the *Committee Members* tab.
- d. On the *Committee Members* tab, the End Date of any committee member will always be hypothetical (e.g., 05/04/2099).

⁴ Doctoral Dissertation Committee. **MTC** (Master's Thesis Committee) is another possible value.

⁵ Graduate Faculty Status