



# Milestones & Committees Reference Guide

Questions about Milestones & Committees?

Email the Graduate School at [gradrec@grad.umass.edu](mailto:gradrec@grad.umass.edu)

## *Graduate Milestones & Committees*

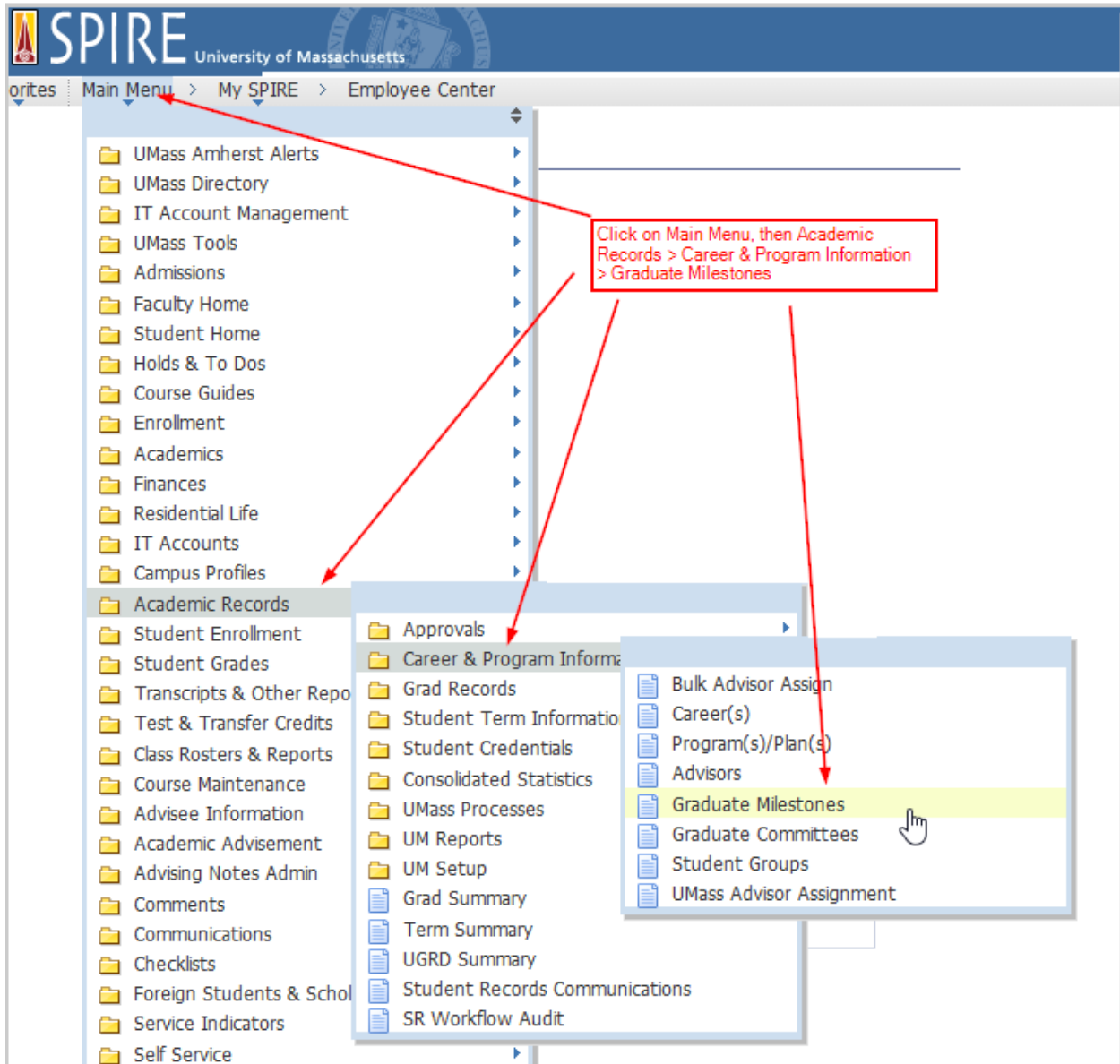
### Introduction

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:

**Student Milestones**

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

Academic Institution: =

Academic Career: =

Academic Program: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History  Correct History

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

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

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

This refers to the 8-Digit SPIRE ID.

Portions of the First and Last Names are searchable as well.

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.

- 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 Program:** Anthropology

**Academic Career:** Graduate

**Program Not Active:** Program Not Active

Find | View All
First
4 of 8
Last

**\*Effective Date:**

Find | View All
First
2 of 5
Last

**\*Milestone:**  **\*Milestone Nbr:**

**Milestone Level:**

**Milestone Complete:** Completed

**Academic Plan:**  Anthropology (PhD)

**Description:**

**Formal Description:**

**Milestone Title:**

**Comment:**

Hide Comment on Stdnt Self-Svc

[Manage Milestone Documents](#)

**Term Required:**  **Date Required:**

**Anticipated Term:**  **Anticipated Date:**

**\*Transcript Level:**  **\*Print Milestone Detail:**

Advised by Committee

Personalize | Find
First
1 of 1
Last

#	Advisor/Evaluator	Name
1	<input type="text"/>	<input type="text"/>

Attempts Allowed:

Personalize | Find
First
1 of 1
Last

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

Save
 Return to Search
 Notify

Add
 Update/Display
 Include History
 Correct History

Effective Date: Date of last update

Location	Field	Sample Values
<i>Milestone Detail</i> section	<ul style="list-style-type: none"> <li>▪ Milestone<sup>1</sup></li> <li>▪ Milestone Nbr<sup>2</sup></li> <li>▪ Milestone Complete</li> <li>▪ Academic Plan</li> <li>▪ Description of Milestone</li> <li>▪ Milestone Title</li> <li>▪ Transcript Level</li> <li>▪ Print Milestone Detail</li> </ul>	<p><b>M-OUTLINE, D-COMPS</b></p> <p><b>10, 590, 1210</b></p> <p><b>Completed, In Progress</b></p> <p><b>MS-PSYCH</b></p> <p><b>Master’s Outline/Prospectus<sup>3</sup></b></p> <p><b>Title of thesis or dissertation</b></p> <p><b>Official, Unofficial</b></p> <p><b>Always, Never</b></p>
Location	Field	Sample Values
<i>Attempts</i> section	<ul style="list-style-type: none"> <li>▪ Attempt Nbr</li> <li>▪ Milestone Complete</li> <li>▪ How Attempted</li> <li>▪ Date Attempted</li> </ul>	<p><b>1, 2</b></p> <p><b>Completed, In Progress, Not Completed</b></p> <p><b>Exam Taken, Submitted work, Submitted electronically</b></p> <p><b>5/10/2015</b></p>

**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.

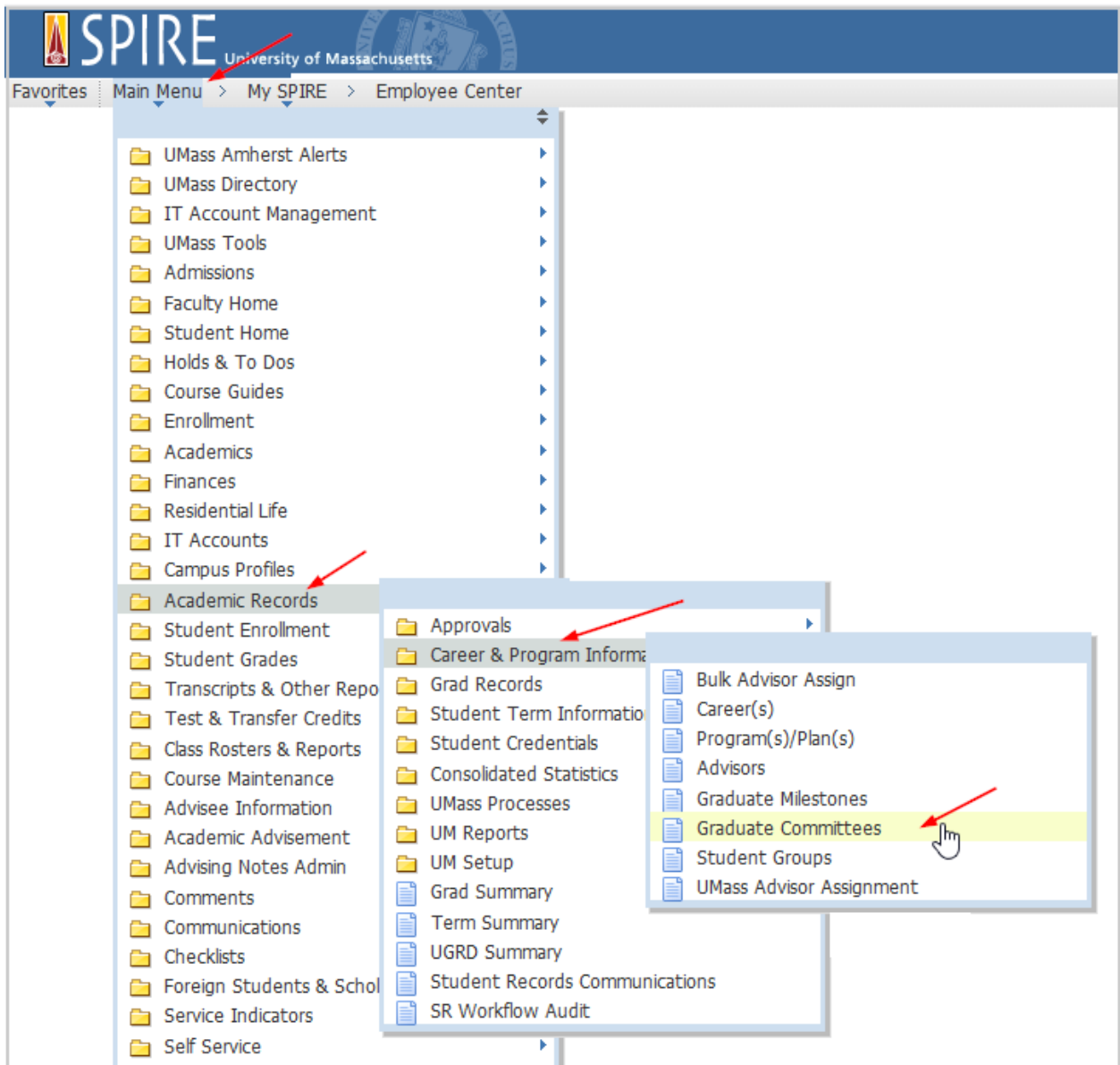
<sup>1</sup> Milestones have 4 different letter designations: *M (Masters)*, *D (Doctoral)*, *E (College of Education)*, *P (Professional Doctoral)*. Language exams are listed without a letter designator but can be distinguished by the Milestone Number.

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

<sup>3</sup> 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:** =

**Committee:** begins with

**Description:** begins with

**Committee Type:** begins with

**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
<i>Committee</i> tab	<ul style="list-style-type: none"> <li>▪ Committee</li> <li>▪ Effective Date</li> <li>▪ Status</li> <li>▪ Committee Name</li> <li>▪ Committee Type</li> <li>▪ Description</li> </ul>	<p><b>1234DB</b></p> <p><b>03/10/2015</b></p> <p><b>Active, Inactive</b></p> <p><b>DDC for &lt;student&gt;</b></p> <p><b>DISSRTATN, CAPTSONE, MASTERS, ADMIN</b></p> <p><b>DDC<sup>4</sup> approved 9/8/08, Outside member does not have GFS<sup>5</sup></b></p>
<i>Committee Members</i> tab	<ul style="list-style-type: none"> <li>▪ Member Number</li> <li>▪ ID</li> <li>▪ Role</li> <li>▪ Start Date</li> <li>▪ End Date</li> </ul>	<p><b>1, 2, 3</b></p> <p><b>1893XXXX</b></p> <p><b>Chair, Co-Chair, Member</b></p> <p><b>03/10/2012</b></p> <p><b>05/04/2099</b></p>

**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).

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

<sup>5</sup> Graduate Faculty Status