

# Reviewing & Completing Milestones

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## What is a Milestone?

Milestones are a feature of Albert SIS that allows you to capture the completion of non-coursework requirements. Some examples of that may be:

- Master's Thesis / Project Approval
- PhD Foreign Language Proficiency
- Master's Exam

By completing these milestones, you are able to accurately track a student's progress through their degree requirements and monitor their progress.

While some milestones are required for a degree to be awarded, others are optional and for tracking purposes only. Some of these include:

- Master's Application
- PhD Candidacy
- PhD ABD

This guide will help you to review and complete milestones for your students.

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## How can I Complete a Milestone?

Step 1: Go to the Student Milestones Page

In order to review a student's milestones, you will need to go to the Student Milestones page (Main Menu > Records and Enrollment > Enroll Students > Student Milestones). Use the search page to find the student's record.

### Student Milestones

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

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**Search Criteria**

|                      |             |                                    |
|----------------------|-------------|------------------------------------|
| ID                   | begins with | <input type="text" value="1"/>     |
| Academic Institution | =           | <input type="text" value="NYUNV"/> |
| Academic Career      | =           | <input type="text"/>               |
| Academic Program     | =           | <input type="text"/>               |
| Campus ID            | begins with | <input type="text" value="N"/>     |
| National ID          | begins with | <input type="text"/>               |
| Last Name            | begins with | <input type="text"/>               |
| First Name           | begins with | <input type="text"/>               |

Include History    Correct History    Case Sensitive

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

Step 2: Add a New Row

Use the + button near the top of the screen to add a new row. Once you click that, you will notice that the Effective Date is automatically populated with today's date.

### Student Milestones

Academic Institution New York University Academic Career Graduate

Academic Program GA-Grad School of Arts

Find | View All First 1 of 1 Last

First Term Active

\*Effective Date 10/26/2021  Milestone Copy

**This date will be automatically populated with today's date.**

**+** **-**

### Step 3: Locate the Milestone

There are two options to find the milestone you need to complete. The first is to use the arrow keys to toggle back and forth between milestones:

Academic Career Graduate

Find | View All First 1 of 2 Last

**+** **-**

Milestone Copy

Find | View All First 1 of 5 Last

\*Milestone Nbr  **+** **-**

hD

If you know the Milestone Code, you can also use the Find button to search for it.

First Term Active

\*Effective Date 11/05/2021  Milestone Copy

Find | View All First 2 of 5 Last

\*Milestone PHDEXAM1  \*Milestone Nbr

Milestone Level GAENGLPHD  GA English PhD

Milestone Complete Not Completed

Academic Plan GAENGLPHD  English and American Literatur

Description Doctoral Examinations (Major & )

Formal Description Doctoral Examinations (Major & Minor Fields)

Milestone Title

Verify that you have selected the correct milestone.

### Step 4: Complete the milestone

You are now ready to complete the milestone!



### Wait to Save!

Normally, you want to save your work often. This is **not** the case with milestones! You can only save the page once per day, so you will want to wait until you have entered all of your information and verified it before you click save!

First, you'll want to mark the milestone as complete in the "Attempts" portion of the page:

Attempts Allowed

**Attempts**

Grade Information | Enrollment Details

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | Completed   | How |
|-------------|----------------|---------------|-------------|---|-----|
| 1           |                |               |             | <input checked="" type="checkbox"/> Completed<br><input type="checkbox"/> In Progress<br><input type="checkbox"/> Not Completed |     |

Save | Return to Search | Notify

Use the Date Attempted field to specify the exact date that the milestone was completed (e.g. the date an exam was passed):

**Attempts** Personalize | Find | 1 of 1 | Last

Grade Information | Enrollment Details

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | *Milestone Complete | How Attempted | Date Attempted       |
|-------------|----------------|---------------|-------------|---------------------|---------------|----------------------|
| 1           |                |               |             | Completed           |               | <input type="text"/> |

### Optional: Attach Documents

If the milestone you are updating allows attachment, you will see a link titled "Manage Milestone Documents." Click that link to upload a document.

Comment

[Manage Milestone Documents](#)

Term Required

Anticipated Term

\*Transcript Level Print on Degree Progress

Advised by Committee

On the Milestones Document Page, you can click "Add" to locate and upload a document:

[Add](#)

You can then update the Description of the document:

**Milestone Documents** Personalize | Find | 1 of 1

Attachments Audit

| Attached File | Description                              | View     |
|---------------|--|----------|
| puppy1.jpeg   | Milestone Document - Pictures of Puppies | View + - |

OK Cancel

You can upload multiple documents by clicking the + button. Click OK to complete uploading the document.

Optional: Update Title

In some cases, you may want to record the title of a thesis or project within the milestone. You should use the "Milestone Title" field to do so:

|                           |   |
|---------------------------|---|
| <b>Description</b>        | Dissertation approval/upload                        |
| <b>Formal Description</b> | Dissertation approval/upload                        |
| <b>Milestone Title</b>    | Dissertation Title: "This is My Dissertation Title" |
| <b>Comment</b>            |   |

You can Repeat Steps 1-4 for as many milestones as you would like to update today.

**Step 5: Review and Save**

Take a moment to review the milestones you have updated to verify their accuracy. Click "Save" once you are done.

**Questions about Milestones**

If you need access to milestones, but don't currently have it, don't worry! Please be in contact with your Dean's Office and request that an authorized Albert account be submitted on your behalf requesting access to Graduate Milestones.

Contact [graduation@nyu.edu](mailto:graduation@nyu.edu) and provide Student ID and which milestone was incorrectly updated. We will be able to delete out the incorrect milestone completion.

If you have not saved yet, you should be able to - out the multiple rows or hit CANCEL and do not save. You will then be able to go back in and start from the beginning. If you do hit save, please contact [graduation@nyu.edu](mailto:graduation@nyu.edu) to inform them of the accidental multiple rows.

You should never be using the "-" sign in the Milestones Detail section. If you accidentally hit this, do not save, and CANCEL. If you hit save, please contact [graduation@nyu.edu](mailto:graduation@nyu.edu) and we will gladly re-add the milestone.

This would be considered a curriculum change. Please email the change to [registrar.curriculum@nyu.edu](mailto:registrar.curriculum@nyu.edu). We will then be able to remove or add the milestone for the year the requirement change has been made.

The DPR will update in approximately 24 hours.

The effective date should be the date of entry of the Milestone, the completed date of the Milestone should be added under the date attempted near the bottom.

Yes, you can go in and upload a document (without completing the milestone). This will save the document, if you need to upload another document when completing the milestone the original will still show, you simply hit the (+) to add the second document.

No, the transcript level should always remain as "Print on Degree Progress Report". This means that the student will see they completed the requirement on their degree progress report.