

ENTERING THE MDA MILESTONE IN THE STUDENT INFORMATION SYSTEM (SIS) – COLLEGE LEVEL

NAVIGATION

NavBar > Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones

MASTER’S DEGREE ACKNOWLEDGEMENT (MDA)

1. Look up **student by UFID**. Click **Search**.

The screenshot shows the 'Student Milestones' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' section with a dropdown arrow. The search criteria include: ID (with a 'begins with' dropdown and a red box around the input field), Academic Institution (with an '=' dropdown), Academic Career (with an '=' dropdown), Academic Program (with an '=' dropdown), Campus ID (with a 'begins with' dropdown), National ID (with a 'begins with' dropdown), Last Name (with a 'begins with' dropdown), and First Name (with a 'begins with' dropdown). There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

Be sure to select the correct program plan if more than one result is displayed.

2. Click the **Supporting Data** tab.

The screenshot shows the 'Student Milestones' interface with two tabs: 'Student Milestones' and 'Supporting Data'. The 'Supporting Data' tab is highlighted with a blue bar. Below the tabs, the text 'Student Milestones' is visible.

3. Locate the **Graduate MDA Milestone (GRADMDA)** and select **ENTER DATA**.

Milestones accepting supporting data						Personalize	Find	First	1-2 of 2	Last
Milestone Nbr	Milestone	Academic Plan	Access	Enter Data						
40	GRADMDA	MDA	EPI_PHD	Epidemiology	<input checked="" type="checkbox"/>	<input type="button" value="Enter Data"/>				
20	GRFINALEX	Graduate Final Examination	PBH_MPH	Public Health	<input type="checkbox"/>	<input type="button" value="Enter Data"/>				

This milestone details page will then display the proposal details as submitted by the previous staff/department/program user.

There will be one additional field now available to enter the **Decision by College Level Authority**.

Student Milestones | Supporting Data

Student Milestones

Academic Institution University of Florida Academic Career Graduate

Academic Program

Milestones accepting supporting data						Personalize	Find	First	1 of 1	Last
Milestone Nbr	Milestone	Academic Plan	Access	Enter Data						
10	GRADMDA	MDA	MSC_PHD	Medical Sciences	<input checked="" type="checkbox"/>	<input type="button" value="Enter Data"/>				

Selected Milestone

Milestone Nbr	10	Milestone	GRADMDA	MDA
Academic Plan	MSC_PHD	Medical Sciences		

GRADMDA Supporting Data

Please complete the following fields to formally document the advising faculty member's Master's Degree Acknowledgement (MDA) decision prior to the qualifying examination of this student this student. Submitting this form attests each of the following statements:

- Name of Master's Degree Institution: Florida Atlantic University - (ATP_5229)
- This form officially acknowledges the official and final MDA decision for this student. The MDA acknowledges the content, level, relevancy, and contribution of a student's prior earned master's degree earned at a non-UF institution or another field of study within UF to the specific student's doctoral program of study at the Universal of Florida.
- The master's degree has been determined by the Office of Admissions to be an accredited master's degree or equivalent to an accredited master's degree for international degrees This determination by Office of Admissions is documented in the student's record. The transcript is marked as final, official, and complete on their External Education record in the SIS and official transcript documents are viewable in the student's record in OnBase.

Proposed By: Proposed by Department Chair

Decision by College Level Authority:

4. Select the **college level decision** via the drop-down menu and hit **SAVE**.

5. You will automatically return to the main Student Milestones tab. Here verify the following on changes the page, as shown in the screenshot below:

- **Milestone Level** = AFFIRMED or DENIED-C
- **Comment** = Name of Master’s Degree Institution
- **Advisor/Evaluator** = *your ID*
- **Attempts section Milestone Complete** = Not Completed and Date Attempted = *date supporting data page was saved/submitted*

The screenshot displays the 'Student Milestones' interface. At the top, it shows 'Academic Institution: University of Florida' and 'Academic Career: Graduate'. Below this, the 'Milestone Detail' section is visible, containing the following information:

- *Effective Date:** 06/18/2024
- *Milestone:** GRADMDA
- Milestone Level:** AFFIRMED
- *Milestone Nbr:** 10
- Milestone Complete:** Not Completed
- Academic Plan:** CUI_EDD
- Description:** MDA
- Formal Description:** Master's Degree Acknowledgement
- Milestone Title:** (Empty field)
- Comment:** Name of Master's Degree Institution: Name of Master's Degree Institution: UNIVERSITY OF FLORIDA
Proposed by Department Chair
- Advised by Committee:**
- Term Required:** (Empty field)
- Anticipated Term:** (Empty field)
- *Transcript Level:** Print on Official
- Date Required:** (Empty field)
- Anticipated Date:** (Empty field)
- *Print Milestone Detail:** Print If Satisfied

Below the milestone details, there are sections for 'Advisors' and 'Attempts'.

Advisors: Shows one advisor with ID '1'.

Attempts: A table with columns: Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, *Milestone Complete, How Attempted, and Date Attempted.

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted
1				Not Completed		06/18/2024
2				Not Completed		06/18/2024

Notes and Best Practices:

- The reports will be developed to aid in identifying MDA eligible students and status of requests.
- Consideration for the MDA milestone should begin in the admission review stage for an applicant.
- The MDA milestone should only be submitted after the student has matriculated and enrolled.
- The program-level proposal must be completed prior to college-level decision.
- College-level affirmation decision should be completed no earlier than the day after the program-level proposal.
- Colleges and programs should develop a notification system, such as email, to advise the next level of pending MDAs.