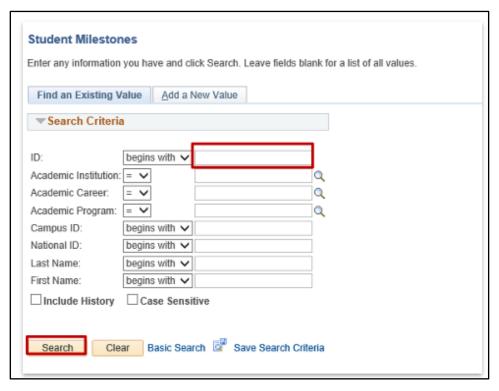# ENTERING THE MDA MILESTONE IN THE STUDENT INFORMATION SYSTEM (SIS) – COLLEGE LEVEL

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**.

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   ☐ Case Sensitive

[Search]   [Clear]   Basic Search 📄 Save Search Criteria

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

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

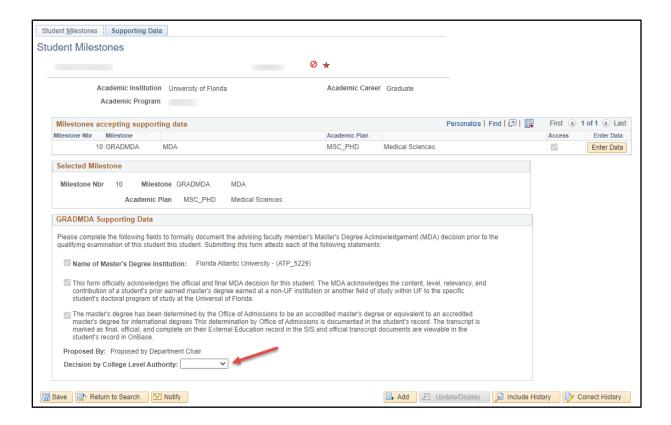| Student Milestones	Supporting Data

Student Milestones

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

Milestone Nbr	Milestone		Academic Plan		Access	Enter Data
	Milestones accepting supporting data			Personalize | Find | 🗗 | 🔢	First ◀ 1-2 of 2 ▶ Last	
40	GRADMDA	MDA	EPI_PHD	Epidemiology	☑	Enter Data
20	GRFINALEX	Graduate Final Examination	PBH_MPH	Public Health	☐	Enter Data

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

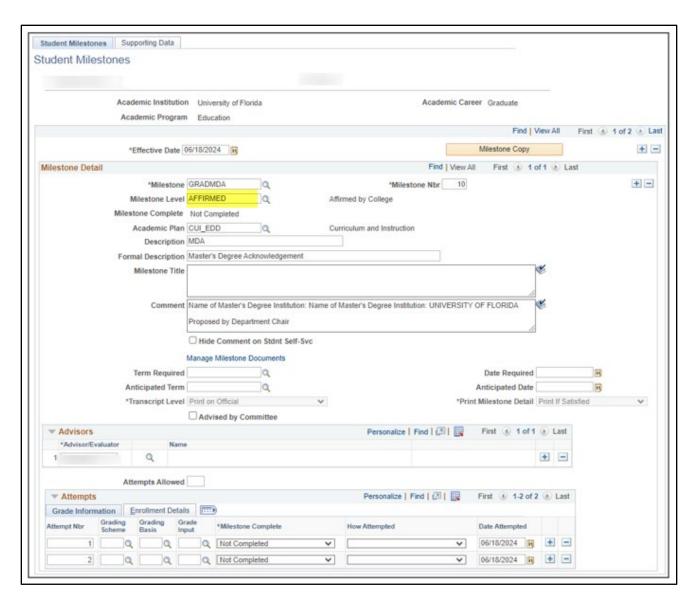There will be one additional field now available to enter the **Decision by College Level Authority**.

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	☑	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 OnBase.

Proposed By: Proposed by Department Chair

Decision by College Level Authority: [▼]

🖫 Save   🔍 Return to Search   📧 Notify   ➕ Add   📄 Update/Display   📄 Include History   📄 Correct History

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*

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.