

## ENTERING THE MDA MILESTONE IN THE STUDENT INFORMATION SYSTEM (SIS) – ACADEMIC PROGRAM STAFF/FACULTY

### 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**.

| 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"/> |       |          |      |

4. Complete the MDA supporting data form to formally document the MDA decision by checking the 3 boxes. Select the correct **Master's Degree Institution** from the drop down and select the **role of the person proposing the decision**. Hit **SAVE** when all fields are completed.

< Supporting Data
Student Milestones

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Student Milestones
Supporting Data

Academic Institution University of Florida      Academic Career Graduate

Academic Program Public Health and Health Prof

| 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"/> |       |          |      |

**Selected Milestone**

| Milestone Nbr | Milestone | Academic Plan |
|---------------|-----------|---------------|
| 40            | GRADMDA   | MDA           |
|               |           | EPI_PHD       |
|               |           | Epidemiology  |

**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:

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:

Student Milestones | Supporting Data

Milestone Detail page will reflect:

**Milestone Level** = “PROPOSED-DC” (department chair) or “PROPOSED-CC” (committee chair) or “PROPOSED-PD” (program director/graduate coordinator)

**COMMENT field** = Name of Master’s Degree Institution

**ADVISOR field** = UFID of person completing the form

**ATTEMPTS field** = not completed and date attempted = date supporting data page was saved

The screenshot displays the 'Milestone Detail' page for a student milestone. Key fields include:

- \*Effective Date:** 06/18/2024
- Milestone:** GRADMDA
- \*Milestone Nbr:** 10
- Milestone Level:** PROPOSED-DC
- Milestone Complete:** Not Completed
- Academic Plan:** CUI\_EDD
- Description:** MDA
- Formal Description:** Master's Degree Acknowledgement
- Milestone Title:** (Empty text area)
- Comment:** Name of Master's Degree Institution: UNIVERSITY OF FLORIDA
- Proposed by:** Department Chair
- Advisors:** Section with one advisor listed.
- Attempts:** Section with one attempt listed, showing 'Not Completed' and 'Date Attempted' as 06/18/2024.

**Notes and Best Practices:**

- 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.