Updated: July 26, 2024

Page 1 of 3

myUFI



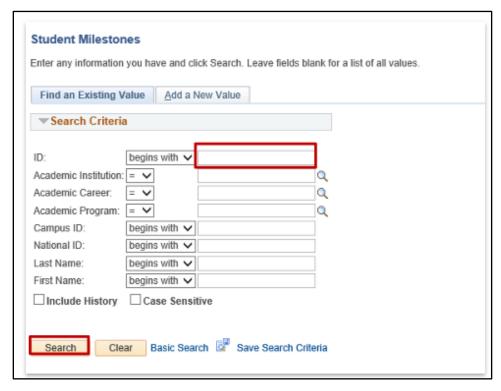
ENTERING THE MDA MILESTONE IN THE STUDENT INFORMATION SYSTEM (SIS) — ACADEMIC PROGRAM STAFF/FACULTY

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.



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

2. Click the Supporting Data tab.



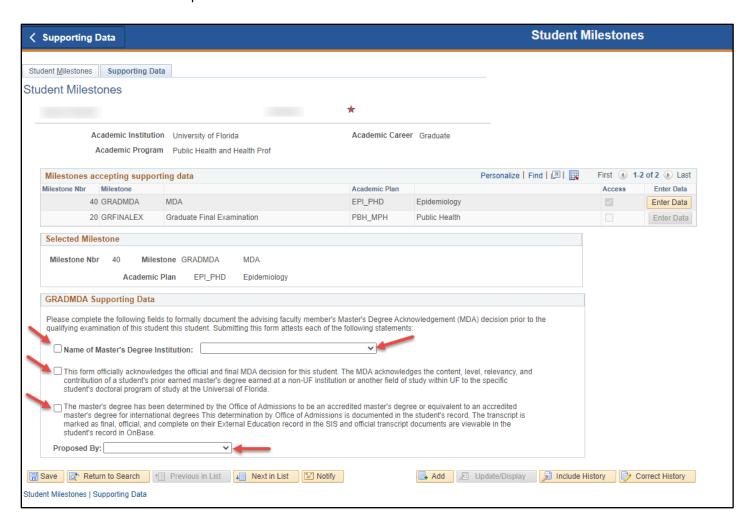




3. Locate the Graduate MDA Milestone (GRADMDA) and select ENTER DATA.



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.







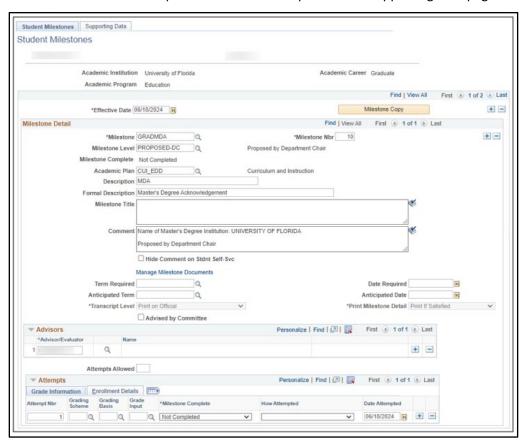
Milestone Detail page will reflect:

Milestone Level = "PROPOSED-DC" (department chair) or "PROPROSED-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



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.