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](image)

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**.

![Image of Milestone List](image)

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.

![Image of Supporting Data Form](image)
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

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**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.