## GradPath Directions

**PhD Students**

Doctoral students initiate the completion of GradPath forms during their third semester in the Program. The following is a list of when each form needs to be completed:

* Year 2, Fall Term:
  + Responsible Conduct of Research Statement
  + Plan of Study
* Year 2, Spring Term:
  + Comprehensive Examination Committee form.
  + Announcement of Doctoral Comprehensive Exam form. (May be submitted during the Summer term, following the fourth semester.)
* Year 4, Fall Term:
  + Doctoral Dissertation Committee Appointment
* Year 4, Spring Term:
  + Prospectus/Proposal Confirmation.
* Year 5, Spring Term:
  + Announcement of Final Oral Defense

GradPath forms are submitted electronically through UAccess Student Center. For assistance with submitting these forms, follow the directions below. Any questions may be directed to the Program Office.

* Login to UAccess Student Center
* Click the menu box showing “other academic” and select “GradPath Forms” near the bottom of the list.
* Click the “>>” button to go to the GradPath page.
* You must first complete the “Responsible Conduct of Research Statement” form. Check the “I Accept” item and then click “Submit.”
* The Plan of Study Form should now be available. You will need at least 36 units for the Major and at least 9 units for the Minor. To add the courses you have already taken, click the “Get Enrollment” button. To add classes you will take in the future, click the “Get Future Courses” button. In this section, you will want to enter “1” for the number of registrations, and the number of units (1 for a class like PSIO 696, or 4 for a class like PS 900 for research). Dissertation units cannot be included on this form. Once you submit the form, it will go to the Program Coordinator, then your Minor advisor and Minor Director of Graduate Studies, then to your Mentor and our Program Chair, and finally to the Graduate College for approval. If there are any mistakes the form will be “denied” so that changes can be made. You would then “modify” the form to make the necessary changes and resubmit it.
* Once the Plan of Study has been approved, you may submit the Comprehensive Examination Committee form. Select each member from the UAccess database. You must also assign each member a role. Remember that the chair of your Comprehensive Examination Committee cannot be your mentor and must be a different faculty member. Other faculty should be given the role of “member” unless they are a Special Member. Select Special Member for faculty that are either not tenure-track or are not an employee of the University of Arizona. Be sure to communicate with the Program Office to make sure the Special Member is approved by the Graduate College. Contact the Program Office if a member of your committee is not found in the UAccess database.
* Once you have passed your Written Comprehensive Examination and have determined a date, time, and location for your Oral Comprehensive Examination, you may submit the Announcement of Doctoral Comprehensive Exam form. Be sure to submit this form prior to your oral exam. The chair of your Comprehensive Examination Committee will complete the Results of Comprehensive Exam to report your exam results.
* During the Fall term of your 4th Year, submit the Doctoral Dissertation Committee Appointment. The directions for this form are the same as for the Comprehensive Exam Committee form, except your mentor is now the chair of your committee. Your Dissertation Committee may be different from your Comprehensive Examination Committee. See each section in the Doctoral Program section of this handbook for more details on the committees, if needed.
* During the Spring term of your 4th Year, gain approval of your Dissertation Proposal from your committee and complete the Dissertation Proposal Form found on our website under the Current Students Section: Program Forms. Submit a copy of your Proposal and the completed Dissertation Proposal Form to the Program Office. The Program Coordinator will then complete the Prospectus/Proposal Form in GradPath.
* When you are ready to defend your dissertation, and have determined the date, time, and location of your defense, complete the Announcement of Final Oral Defense GradPath form. This form must be submitted at least 10 days prior to your defense, as it must be announced on the public University Master Calendar. Your Mentor will submit the results of your defense by completing the Results of Final Oral Defense form in GradPath.