



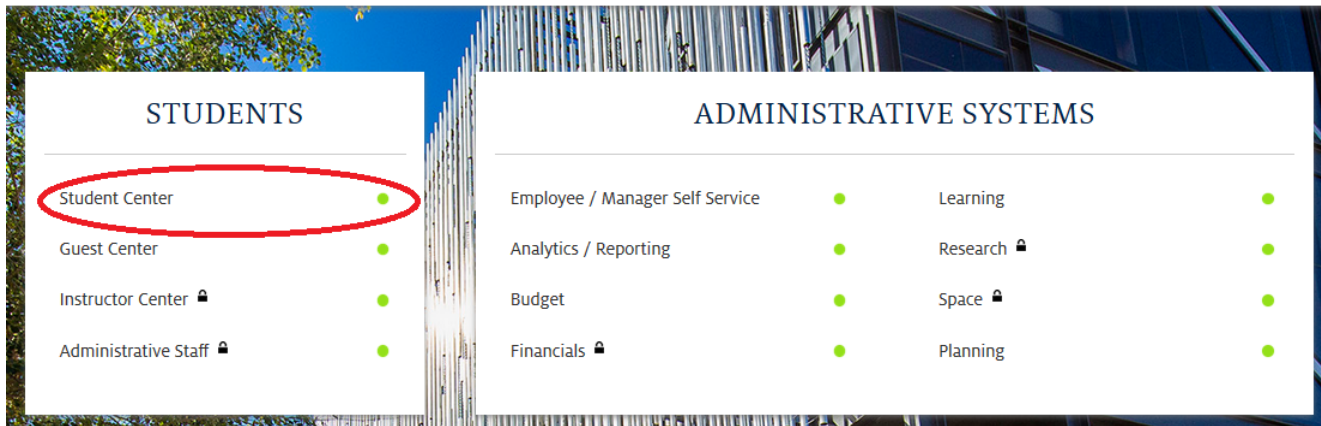
## Quick Guide for Students: GradPath

### Introduction

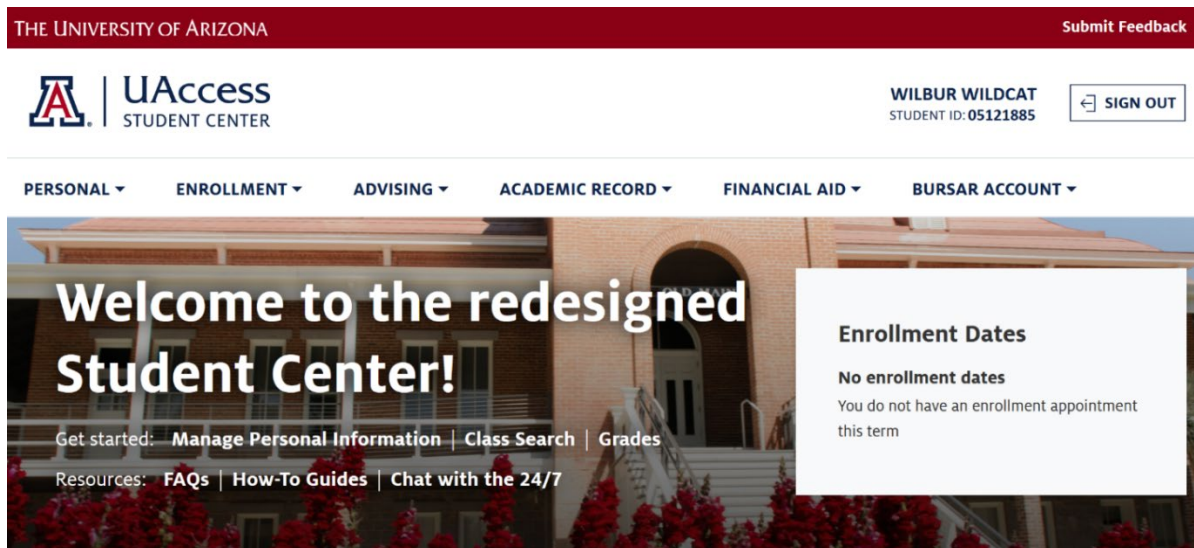
GradPath is the system for creation, routing and approval of Graduate College degree certification forms. All forms that graduate students are required to submit to the Graduate College are in GradPath.

### How to access GradPath

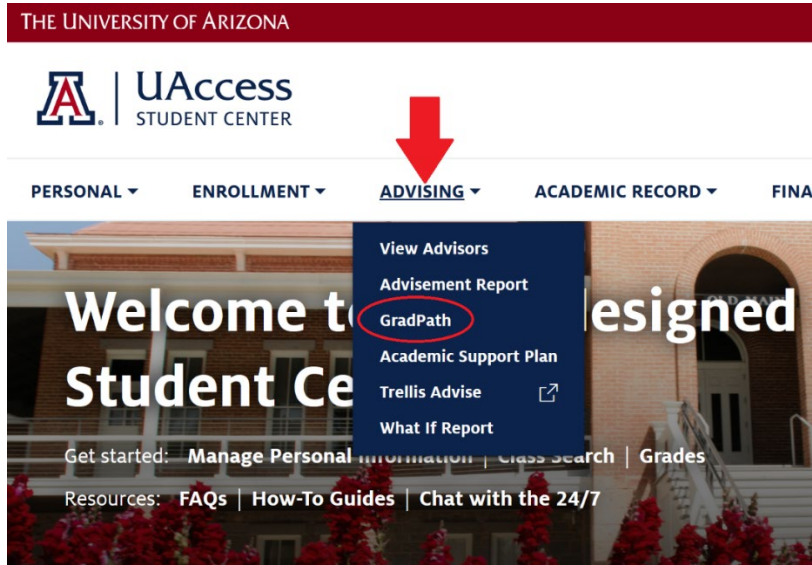
GradPath is accessible through UAccess Student Center (<https://uaccess.arizona.edu>).



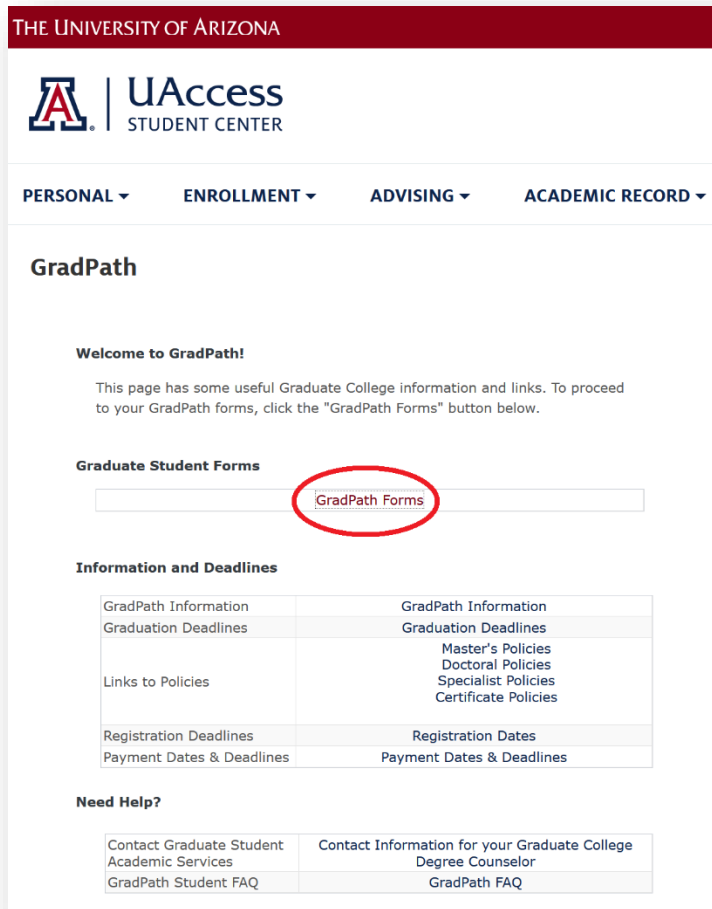
After entering login credentials (NetID, password and NetID+), the Student Center home page will appear.



Click on the Advising tab, then from the dropdown list click GradPath.



The GradPath landing page is now visible. Click on the GradPath Forms link to access the forms. Notice there are other resources linked to this page as well (ie: policies, registration dates).



After clicking the GradPath Forms link from the landing page, the “Navigation page” is now accessible. Here, 3 groups of forms are available:

1. Program/Degree/Certificate forms
2. Other forms: Transfer Credit Form
3. Petition forms

### Navigation page:

#### GradPath

Welcome to your GradPath forms! The forms listed under your degree or certificate are required forms. Other forms are available for your use if needed.

IMPORTANT: You do NOT need to re-do any forms in GradPath that you already completed on paper. GradPath does not contain any paper forms you have submitted, but they are on file with the Graduate College. Later forms are made available based on the steps you have already completed in GradPath or on paper. (Note that you must first submit the Responsible Conduct of Research form before other required forms will be available.)

If you have questions about your GradPath forms, please contact your degree counselor. To identify your counselor, see <http://grad.arizona.edu/academics/degree-certification/find-auditor>. (30018,57)

MPP - Public Policy ( Active in Program)	
Responsible Conduct of Research Statement (PPOLMPP)	Approved <input type="button" value="VIEW CURRENT"/> <input type="button" value="Create New"/>
Plan of Study (PPOLMPP)	<input type="button" value="VIEW CURRENT"/> <input type="button" value="Create New"/> <input type="button" value="Modify"/>
Master's/Specialist Committee Appointment Form (PPOLMPP)	<input type="button" value="View Current"/> <input type="button" value="Create New"/> <input type="button" value="Modify"/>
Master's/Specialist Completion Confirmation (PPOLMPP)	<input type="button" value="View Current"/>

Other forms	
Transfer Credit Form	<input type="button" value="View Current"/> <input type="button" value="CREATE NEW"/> <input type="button" value="Modify"/>

Petition Forms	
Petition Form	<input type="button" value="View Current"/> <input type="button" value="CREATE NEW"/> <input type="button" value="Modify"/>

For each form, there are three buttons: View Current, Create New, and Modify.

- View Current – allows a view of the current form, which could be pending submission or pending approval
- Create New – will be visible for a form that has not been started, or for forms that have multiple options such as the petition form
- Modify – allows the student to revise a form (available only after a form is fully approved or denied)

Note: **Only the program/degree forms are required.** Each form must be completed in sequential order, and each form must be completed/approved before the next one becomes available. For example, the Plan of Study becomes available after the Responsible Conduct of Research form is submitted. As the student, you can open and view any form created or submitted in GradPath – a saved form that was not submitted can be edited for submission (click “view current”).

## Required GradPath forms to complete (in order of appearance):

1. **Responsible Conduct of Research Statement.** Every student is required to complete this form. Once this is submitted you will be able to access the Plan of Study.
  - This form can also be completed in GradStart as part of the onboarding/next steps process. If completed in GradStart, it will show as completed in GradPath.
2. **Master's Plan of Study.** Click on 'Create New'; update your Expected Graduation Term (if necessary) and then search for and add your major/faculty advisor: Dr. Elizabeth Baldwin (elizabethb).
  - Add Enrollment to populate your courses to your Plan of Study. There is also a transfer coursework section if you have any transfer work to be counted towards your degree. Only add the coursework that is necessary to fulfill the degree requirements (core classes, electives, etc.); total minimum units should equal 42.
  - Once submitted, your form will route electronically to Program Leadership and the Graduate College for approval.
  - Upon initial approval at the Graduate College, you will be charged [\\$35 candidacy fees](#). This pays for the creation and shipment of the diploma. If you are in multiple graduate degree programs, you will be charged \$35 per degree.
3. **Master's/Specialist Committee Appointment Form.** Once your Plan of Study has been approved by all reviewers, this form will become available. Click on 'Create New'; answer 'no' to the committee question (this will auto-fill the form with your major advisor's information). When you submit this form, it will again be routed to Program Leadership and the Graduate College for approval.
4. **Master's/Specialist Completion Confirmation.** This form will be completed by your Graduate Coordinator or Manager at the end of your final semester of study. For this form to be submitted to the Graduate College: (1) the above three forms must be complete and have an 'approved' status, (2) all final grades for the semester must be posted in UAccess, and (3) a final cumulative GPA of 3.0 or higher must be recorded in UAccess.
5. **Commencement Verification Form (not required) – NEW**
  - This new form helps the Graduate College verify (1) that your expected graduation term is correct, (2) that your name is correct for the diploma and commencement program print, and (3) that your address is correct for shipping your diploma.
  - This form is available during the term your expected graduation date is set to in UAccess and can only be submitted by the student. While this form is not required, it is helpful for the Graduate College to receive the information for commencement verification purposes.

## Other GradPath forms:

- a) **Transfer Credit Form**
  - a. Only submit if you have transferable coursework from a different university/college institution
  - b. The Graduate College will need an official transcript to process evaluation
    - i. Send an official transcript (electronic or e-transcripts are preferred) to [transcripts@grad.arizona.edu](mailto:transcripts@grad.arizona.edu).

**Note: All transfer coursework needs prior approval from Program Leadership.**

## **b) Petition Forms**

- a. Only submit if you would like to request an exception to a Graduate College policy
  - i. Example: Continuous Enrollment Policy – graduate students must enroll in a minimum of 1 unit every fall/spring semester to maintain continuous enrollment. However, students may request submit a Leave of Absence petition to request 1-2 semesters of leave (if needed) for personal or medical reasons.

**Note:** Prior to submitting a Leave of Absence, please discuss options with your Graduate Coordinator or Manager.

### **Additional resources:**

Further information regarding GradPath can be found on the Graduate College website:

<https://grad.arizona.edu/degree-services/gradpath>

Specific GradPath User Guides can also be found at <https://grad.arizona.edu/degree-services/gradpath/gradpath-user-guides>.

### **Questions? Please contact:**

- Christina Inocencio, *Grad Programs Manager* (Main Campus) – [cminocen@arizona.edu](mailto:cminocen@arizona.edu)
- Quinn Sweeney, *Senior Coordinator, Online Programs* (MPA Online) – [sweeney10@arizona.edu](mailto:sweeney10@arizona.edu)