# 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, replacing the paper forms that had been used previously.
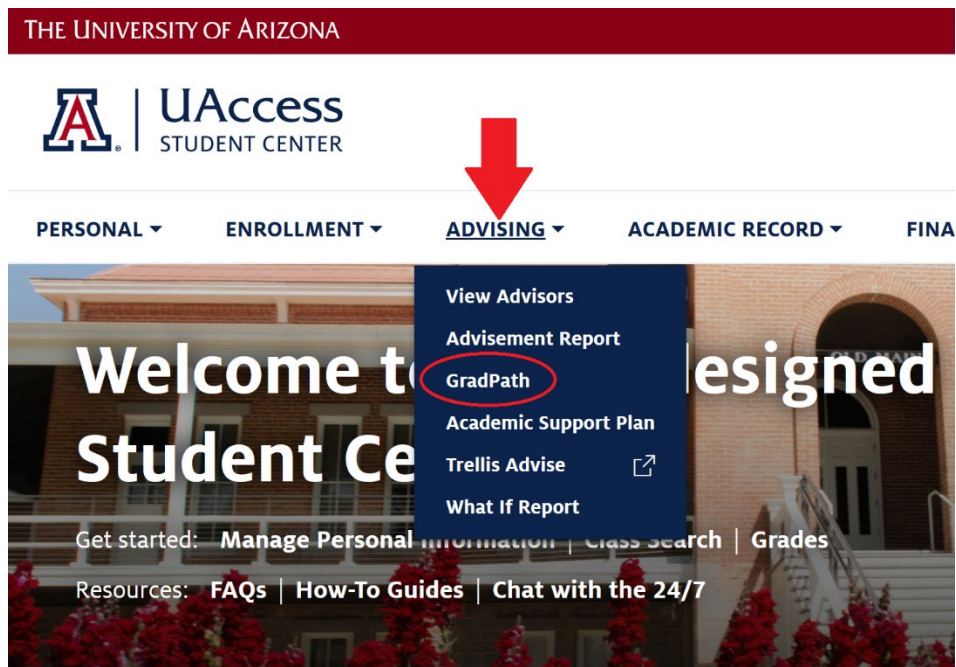
How to access GradPath

Students will access GradPath through UAccess Student Center.

After entering login credentials (NetID, password and NetID+), students will see the redesigned Student Center home page.
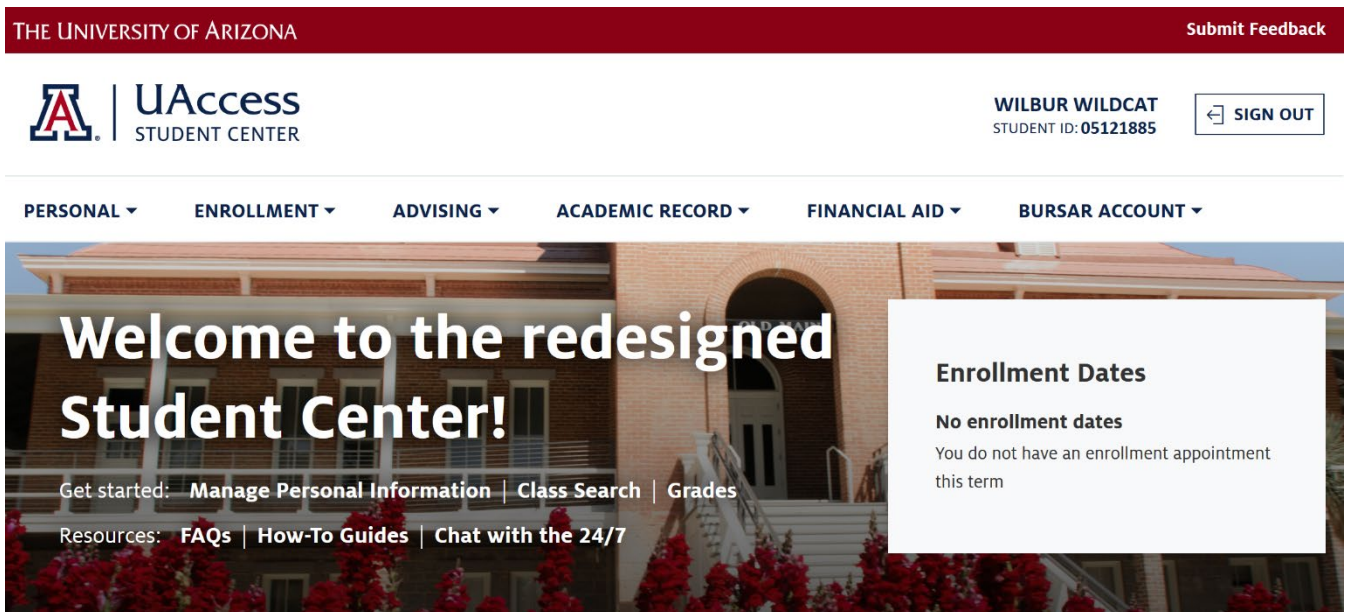
Click on the Advising tab, then from the dropdown list click GradPath.

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).
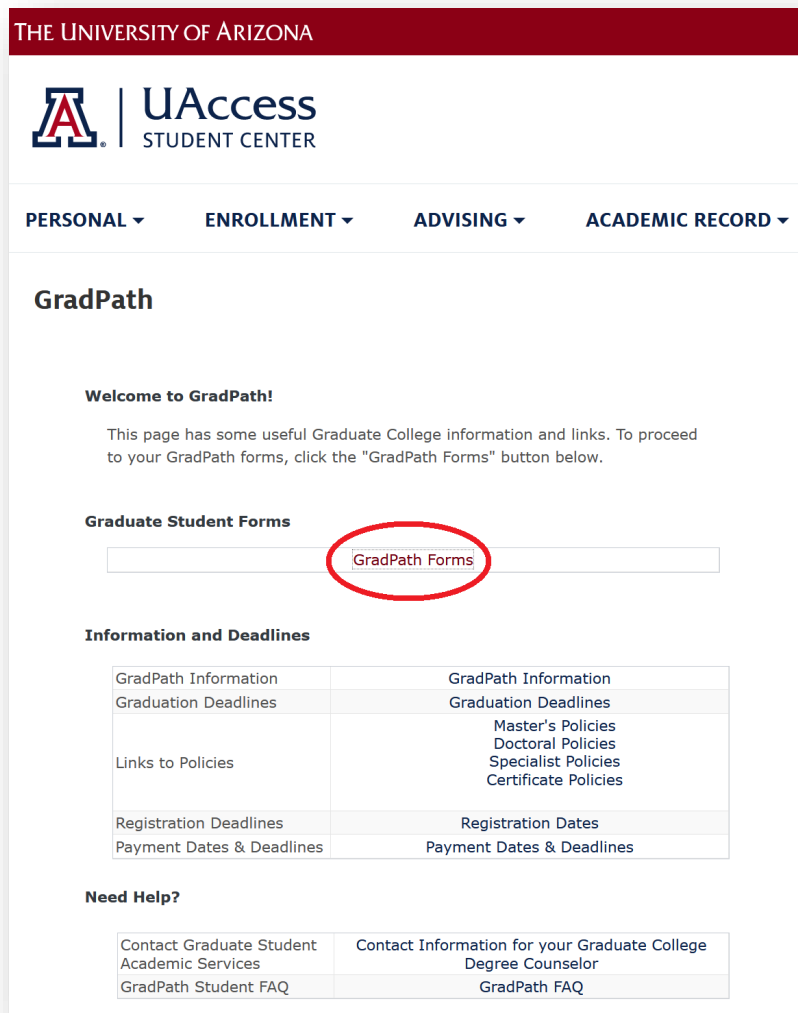
After clicking the GradPath Forms link from the landing page, the "Navigation page" is now accessible. Here, students will find 3 groups of forms. Each group of forms are as follows:

1. Program/Degree forms: MPA – Public Administration **OR** MPP – Public Policy
2. Other forms: Transfer Credit Form
3. Petition forms

Navigation page:

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

- View Current – allows the student to view the current Plan of Study, 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.

2. **Master's Plan of Study.** Click on 'Create New'; update your Expected Graduation Term (if necessary) and then search for your major advisor (faculty advisor). This should be the Program Director, Dr. Laura Bakkensen.

   o 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.

   o Once submitted, your form will route electronically to the Graduate Programs Manager, Major Advisor, Director of Graduate Studies and the Graduate College Degree Auditor for approval.

   o 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 your department and the Graduate College for approval.

4. **Master's/Specialist Completion Confirmation.** This form will be completed by your Graduate Programs Manager at the end of your final semester of study. In order 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.

Other GradPath forms:

a) Transfer Credit Form
   a. Only submit if you have transferrable coursework from a different university/college institution
   b. Graduate College Degree Counselor will need an official transcript to process evaluation
      i. Send an official transcript (electronic or e-transcripts are preferred) to Degree Counselor: Tammy Tran – tammytran@arizona.edu

   Note: Transfer coursework needs prior approval from Program Director and Program Manager.

b) Petition Form
   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 Program Manager.

Further information regarding GradPath can be found on the Graduate College website: https://grad.arizona.edu/gsas/gradpath

Specific User Guides can also be found at https://grad.arizona.edu/gsas/gradpath/gradpath-user-guides.