Depending on the degree you will have a different number of required GradPath forms

- Certificate students: 2 required GradPath forms
- Master’s students: 4 required GradPath forms
- Doctoral students: 9 required GradPath forms
There is one additional, optional GradPath form, this is the Transfer Credit form.
## Master’s student forms

<table>
<thead>
<tr>
<th>Form Description</th>
<th>View Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Conduct of Research Statement (MENASMA)</td>
<td>View Current</td>
</tr>
<tr>
<td>Plan of Study (MENASMA)</td>
<td>View Current</td>
</tr>
<tr>
<td>Master’s/Specialist Committee Appointment Form (MENASMA)</td>
<td>View Current</td>
</tr>
<tr>
<td>Master’s/Specialist Completion Confirmation (MENASMA)</td>
<td>View Current</td>
</tr>
</tbody>
</table>
For a Master’s student forms must be submitted in this order:

Responsible Conduct of Research

Plan of Study

Master’s/Specialist Committee

The final form, the Master’s/Specialist Completion is submitted by your department
For multiple degrees you will have multiple sets of GradPath forms

### MS - Nursing (Active in Program)
- Responsible Conduct of Research Statement (NURSMS)
- Plan of Study (NURSMS)
- Master's/Specialist Committee Appointment Form (NURSMS)
- Master's/Specialist Completion Confirmation (NURSMS)

### DNP - Nursing (Active in Program)
- Responsible Conduct of Research Statement (NURSDNP)
- Plan of Study (NURSDNP)
- Comp Exam Committee Appointment Form (NURSDNP)
- Announcement of Doctoral Comprehensive Exam (NURSDNP)
- Results of Comprehensive Exam (NURSDNP)
- Doctoral DNP Project Committee Appointment (NURSDNP)
- Prospectus/Proposal Confirmation (NURSDNP)
- Announcement of Final Oral Defense (NURSDNP)
- Results of Final Oral Defense (NURSDNP)

### Other forms
- Transfer Credit Form
The first form for all graduate students is the Responsible Conduct of Research Statement.

You must submit the Responsible Conduct of Research form in order for any of the other GradPath forms to be available.
This form does not have any routing so there is no delay once you have submitted it.
The second form is the Plan of Study

You should meet with your faculty advisor to discuss what courses you will put on your Plan of Study prior to submitting this GradPath form.

Different departments expect their students to submit the Plan of Study at different points in their career but it should be filed no later than your 3rd semester.
In the Plan of Study enter your expected graduation term

• If you are working on 2 degrees please enter the appropriate graduation term for this degree.
• You can email your degree counsellor (me) and I can update your expected graduation term.
There are time to degree policies available on the Graduate College website

- Go to www.grad.arizona.edu
- Click on link for “New and Current Students”
Click on the link to “Steps to Your Degree”

Academic Services, Policies, and Procedures

The Graduate Student Academic Services (GSAS) Office within the institution is dedicated to supporting graduate or professional degree programs.

- GradPath
- Find your Degree Counselor
- Policies
  - **Steps to Your Degree**
- Important Dates and Deadlines
- Dissertation and Thesis Information
- Degree Completion Information
Select your degree under the heading “Degree Requirements”

- Certificate
- Master’s Degrees
  - Doctor of Philosophy
  - Doctor of Audiology
  - Doctor of Education
  - Doctor of Musical Arts
  - Educational Specialist
  - Important Degree Dates and Deadlines
  - Degree Audit Processing Fee

First, UA graduate students must meet the requirements toward their programs.

Please see Important Deadlines for dates you will need to complete and submit the appropriate student form which describes and selecting "GradPath Forms."

Please review Responsible Conduct of Research, especially with regard to research policies and procedures.
Scroll to the section labelled “Time Limitation”

Time Limitation

All requirements for the master’s degree must be completed within 6 years to ensure currency of knowledge. Time-to-degree begins with the earliest course listed on the Plan of Study, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

Students who take a break in their studies or whose time to degree exceeds 6 years should check with the Graduate Student Academic Services office to determine their options.
In the Plan of Study you will be asked to enter the title of your thesis on the Plan of Study:

- If you do not yet know the title you can leave it blank.
- If you enter a title and want to change it later you can enter a new title when you submit your Master’s Committee form.
In the Plan of Study you will also be asked to nominate your major advisor.

- For most departments your advisor must be a faculty member (a professor).
- You do not need to submit a new Plan of Study if your advisor changes.
In your Plan of Study list all the courses that you will take to meet your degree requirements

- You can select from:
- Courses that you have already enrolled in (this includes completed courses).
- Courses that you will take in some future semester.
- Courses that the U of A Graduate College has marked as eligible for transfer.
What if I get a warning on the Plan of Study?

- Some reasons GradPath will generate a validation warning are:
  - Your coursework exceeds the time to degree limit.
  - You have too many transfer units.
  - You have too many non degree seeking units.
Why can’t I submit my Plan of Study?

- GradPath won’t let you submit the Plan of Study if you have not listed enough units for your major.
Why does the Plan of Study matter?

• Your department approvers check whether your Plan of Study meets the department’s policy.
• The Graduate College check whether your Plan of Study meets Graduate College policy.
• Before your degree can be awarded you must complete all the courses on your Plan of Study.
Some additional things to consider on your Plan of Study

• Do not include courses that you will audit.
• Do not include courses where you earned a “D”, “E” or “F” grade.
• For Master’s degrees you must have at least 12 graded University of Arizona units to graduate.
Can I change my Plan of Study?

• YES
  • If your Plan of Study is still pending a decision you can contact the person listed on the routing and ask them to deny the Plan of Study so that you can modify the Plan and submit it.
  • If you Plan of Study has already been approved by your department and the Graduate College you can modify the Plan and submit it.
What if my Plan of Study is denied?

You will receive an email from GradPathForms@grad.Arizona.edu to notify you.

You can “View Current” on the form to see any comments and the reason your Plan of Study was denied.

You can then “Modify” and re-submit your revised Plan of Study.