## Gradpath Directions

**MS Students**

Master’s students complete all of their GradPath forms during their third semester in the Program. 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. Click “Yes” only if you chose the Thesis Option for your research project – click “N” if you are completing a Research Manuscript or Scientific Paper. You will need at least 30 units. 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). Make sure you add at least 1 unit of PS/PSIO 910 if you are completing the Thesis Option. Once you submit the form, it will go to the Program Coordinator, then to your Mentor, then to 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 Master's/Specialist Committee Appointment Form. Select each member from the UAccess database. You must also assign each member a role – your Mentor will be the Chair and the other faculty will be Members. 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.
* Bring the Master’s Defense Committee Form, found on our website under the Current Student section, Program Forms, (<http://physiological-sciences.arizona.edu/link-graduate-college-forms>) to your defense. You will need your Committee Chair to sign the bottom of the form to indicate that you passed your defense. Submit that form to the Program Office so that the Program Coordinator may submit the Master's/Specialist Completion Confirmation from in GradPath, indicating that you have met our Program’s requirements for graduation.