

Gradpath Directions PhD Students

Doctoral gradpath forms instructions. These forms are initiated between the 2nd and 3rd semester.

- Log in to UAccess Student
- On the main page is a menu box “other academic”
- Click on the drop down menu and select “gradpath forms” near the bottom of the list.
- You must then click the “>>” to “go”
- This will take you to the gradpath forms page
- You must first fill out the “Responsible Conduct of Research Statement” by checking “I accept” and clicking “submit”
- Once this form is complete the “Plan of Study” form becomes available. Fill in this form by selecting your courses to fill the form. You need 36 units total in the major and 9 units in the minor. You may need to select “future” courses. Dissertation units can NOT be included on this form. Once filled in click “submit”. It will be forwarded first to the Program Coordinator, then to your Mentor, then to the Minor, then to our Program Chair, then to the Graduate College. If there are mistakes it will be “denied” by the coordinator for you to correct and resubmit.
- After the Plan of Study is approved (typically by the summer of year 2) you must submit the “Comp Exam Committee Appointment” form which lists your comprehensive exam committee, by selecting the faculty from the UAccess database. You must also assign each committee member a “role”. Remember the Chair of your comp committee can NOT be your mentor. All other faculty should be given the role of “member”. Remember to click “submit” If a member of your committee does not show up on the list contact the program coordinator right away so that member can be added by the Graduate College.
- Once this form is available and prior to your oral exam you must complete the “Announcement of Doctoral Comprehensive Exam” form, including the date of your oral exam. After your exam an email will be sent to your committee chair to record the results of the exam in gradpath which will complete the “Results of Oral Exam” form.
- During year 3 you should establish your dissertation committee and complete the “Doctoral Dissertation Committee Appointment” form; Same as above, you must assign each committee member a “role”; Your mentor is now the chair of your committee and the other faculty “members”. If a member of your committee does not show up on the list contact the program coordinator right away so that member can be added by the graduate college.
- The next step is to have your dissertation proposal approved by your committee. Once this is done, submit the “Dissertation Proposal Form” to the program office and in gradpath submit the “Prospectus/Proposal Confirmation”
- You are all done with forms until it’s time for your defense. 2 weeks prior to your defense you must submit your “Announcement of Final Oral Defense” This form schedules your exam with the graduate college. After your defense your Mentor is sent an email to record the results from your exam. This will complete the final form “Results of Final Oral Defense.”