

PhD Plan of Study Guide

A Plan of Study ensures that you are/will meet the minimum requirements for the Ph.D. in Optical Sciences program. A Plan of Study must be filled out before requesting your comprehensive exam committee and must be kept up-to-date to reflect any changes to your course selection. To learn how to access the online form, you can watch [this video](#). This document is a guide to complete the online form.

Your Plan of Study will need the following:

- 54 units of coursework (major and minor combined)
- 2 labs
- The [Core Curriculum Courses \(Groups I, II, & III\)](#)
- If you have a course with a C grade or plan to do 45-53 units instead of 54, you must submit a [Doctoral Plan of Study 54 Units & C Grade Waiver Form](#) to the Graduate Advisor.

Major

Advisor

Select Optical Sciences as your subject. Put your faculty advisor as the *Major Advisor*. You can search for them either by their name or by their email. If the optics email does not work, you can try their email.arizona.edu address. You can search by one field if you prefer.

Plan of Study - Coursework for Major

ADD MINOR

If you are a doctoral student, click the "+" button in the upper right corner to add at least one minor. (The minor may be the same as your major if your program allows that.)

SEARCH FOR MAJOR ADVISOR Richard Koshel

ID Search

Empl ID

User ID

First Name

Last Name

Email

SEARCH

If the person you wish to select cannot be found, click here for more information. [79]

← Advisor's Names

← Advisor's email

| | User ID | Full Name | Email Address |
|---|---------|-----------|---------------|
| 1 | | | |



Click SEARCH and wait for the system to find the advisor. Advisor's name will show up here.

Expected Graduation Term

Select the term that you anticipate to finish your degree. Once your Plan of Study is approved, you can always update the expected graduation by emailing the Graduate Advisor or the [UA Graduate College Degree Counselor](#) for optical sciences and let them know your changed date. You do not need to resubmit the Plan of Study.

| Expected Graduation Term | |
|---|-----------|
| Enter your expected graduation term and year below | |
| Spring (May) ▼ | Year 2020 |
| <p>If your expected graduation term changes, you do NOT need to resubmit a form. Instead please notify Elise Bowler at elisebowler@email.arizona.edu (30018,8)</p> | |

Selecting Classes

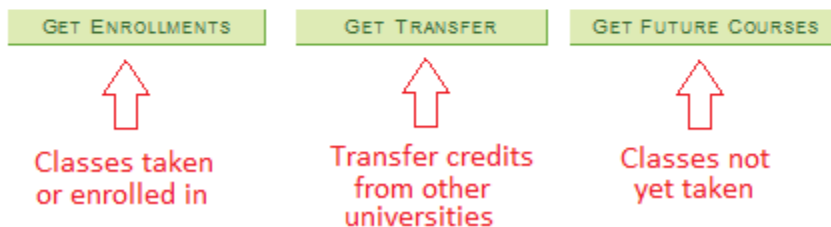
You will add 42-45 units to your major depending on your minor. Select *Get Enrollments* to add the courses that you have already completed.

For future courses, click on *Get Future Courses*. You are able to type in the course that you would like to add. You will need to have a total of 18 units of dissertation on your Plan of Study. If you have already taken more than 18 dissertation unit, still only put the minimum.

Things to keep in mind:

- All requirements for the degree of Ph.D. must be completed within 5 years of passing the Comprehensive Exam or 10 years from time of admission. If you need to exceed this timeframe, contact the Graduate Advisor about submitting a time extension petition to the Graduate College.
- Only 30 units can be transferred from one UA degree to another (i.e. a master's to a Ph.D.).

| Student Directions |
|--|
| Select courses below to add to your Plan of Study. Adding a course to your Plan of Study does NOT enroll you in that course. To enroll, go to the "Academics" section of Student Self-Service in UAccess or contact your departmental advisor. Please be sure to include dissertation/doctoral final project units on your Plan of Study. For more information see http://grad.arizona.edu/academics/degree-certification/dpos . |



Students Who Did/Plan to Do an Optics M.S. at the University of Arizona

The Graduate College allows a total of 30 units to be shared between two degrees at the UA (Policy under [Transfer Credit](#)). They are very strict on this policy. When filling out your Ph.D. Plan of Study, you cannot put more than 30 units from the M.S. Plan of Study to the Ph.D.

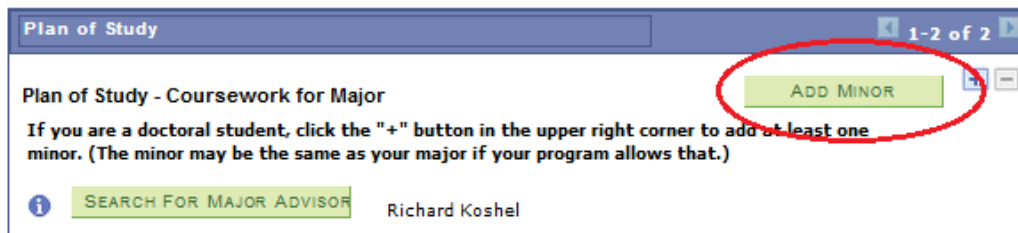
If you are student planning to obtain your M.S. in Optical Sciences by passing your comprehensive exams, it is important to try to put the minimum unit requirement of 35 on your M.S. Plan of Study. *You must do a minimum of 50 units for your Ph.D. if you choose this route.*

OPTI 909 Master's Report, OPTI 910 Thesis, and OPTI 599A Technical Writing cannot be used on the Ph.D. Plan of Study.

Minor

All Ph.D. students at the UA are required to have a minor. As an optics student, you have the option to minor in another subject (e.g. biomedical engineering or astronomy) or minor in optical sciences. Note that the units in your minor count toward your 54 units Ph.D. requirement as long as your faculty advisor approves. For example, if you are minoring in BME, which requires 12 units, you will have 42 units of OPTI coursework in your *Major* section and 12 units of BME in the *Minor* section equaling 54 total units. If you are minoring in optical sciences, you will have 45 units of OPTI coursework in your *Major* and 9 units of OPTI coursework in your *Minor* equaling 54 total units.

Click on the green ADD MINOR button.



On the minor section on the Plan of Study:

If you are minoring in Optical Sciences

Select Optical Sciences as your subject and put your faculty advisor as the *Minor Advisor*. Then, click on *Get Enrollments* and select 9 units of OPTI coursework to add. These 9 units can be any course including the core courses. Do not use OPTI 920 dissertation units.

Plan of Study - Coursework for Minor

Optical Sciences

Select a minor from the dropdown list.

If you have more than one minor, add them by clicking the "+" button in the upper right corner.
(30012, 12)

SEARCH FOR MINOR ADVISOR Richard Koshel

If you are minoring in another subject

Select your minor as the subject and put the appropriate advisor as the *Minor Advisor*. Then, click on *Get Enrollments* and select appropriate units of your minor's coursework to add.

Plan of Study Approval

Push *Submit*. Your plan will then go through four approvers: the Graduate Advisor, your faculty advisor, the associate dean, and finally, the Graduate College. You can see where it is in the approval process, by scrolling down to the bottom of the Plan of Study and looking at the approvers' boxes and see where it says *Pending*. Once it has gone through all of the approvers, you will get an email to your email.arizona.edu that informs you it was approved.

Optional: Obtaining a M.S. By Completing the Comprehensive Exams

It is possible to obtain a M.S. in Optical Sciences by completing and passing the written and oral comprehensive exam. This award involves some extra forms for the student to complete to obtain the degree. In order to obtain the M.S., the student must:

- Pass both the written and oral comprehensive exam
- Must complete at least 50 units of coursework in the PhD program (not including dissertation units)

1. If you are not already dually enrolled in the master's program, you must complete the [Change of Program](#) form. You will check *Adding Second Program*. For the section *If applicable, Graduation date for present degree program*, you will put your expected graduation date for your PhD program not the date you want to get your M.S. For *Requested effective date*, put the term and year that you plan to complete your comprehensive exam. Turn in the completed form to the Graduate Advisor to get it signed by the associate dean.

Select the option you are using this form for:

- Adding second program Changing program (dropping present program and adding another program)
 Adding or changing sub-plan Changing to terminal certificate program

If applicable, Graduation date for present degree program: Spring Summer Fall Year Expected PhD graduation ↓

List the program you wish to change to or add: Degree Major

If applicable, enter new Sub-Plan or Concentration:

Requested effective date: Spring Summer Fall Year ← Term you are completing comp. exam

2. Once you have received an email from the Graduate College informing you that the M.S. has been added to your plan and have active the program, you will open up the MS-Optical Sciences GradPath forms.

3. Submit the *Responsible Conduct of Research Statement* in GradPath.

4. Fill out your Plan of Study. You will put your Ph.D. faculty advisor as your M.S. advisor and your expected graduation will be the same or the following semester on your comprehensive exam. You will then *Get Enrollments* and select 35 units of coursework that are not dissertation units or OPTI 792. Note that 5 of the units that you put on your MS Plan of Study cannot go on your PhD Plan of Study. Make sure those 5 units don't belong to PhD core courses!

5. While you are filling out your M.S. Plan of Study, make sure to update your Ph.D. Plan of Study accordingly. You may have to remove the 5 units from your Ph.D. Plan of Study if all 35 units from the M.S. were put on your original Ph.D. plan.

6. Once the M.S. Plan of Study has been approved, you will submit the Master's/Specialist Appointment Form. For *Do you have a Master's Committee?* You will mark No. You will then put your faculty advisor under Search Advisor.

Do you have a Master's Committee?

Yes No



Search Advisor

Thomas Milster

In the Comment section, you will write *Completed M.S. through comprehensive exam*. Save the comment and push submit.

Comment

completed M.S. through comprehensive exam.

5. After the committee appointment form is approved, the Graduate Advisor will graduate you in the system. Note that your degree will not be conferred until the end of the semester.