

Graduate Student Academic Services
(GSAS)

would like to present

An Introduction to the Master's
Plan of Study

The forms discussed in this video are available
in GradPath.

If you are unfamiliar with GradPath please see the video
Introduction to GradPath or read the GradPath FAQs for
students on the Graduate College website.

www.grad.arizona.edu



The first form for all graduate students is the
Responsible Conduct of Research.

[Responsible Conduct of Research Statement \(OPTIMS\)](#)

[View Current](#)



You must submit the Responsible Conduct of Research form in order for any of the other GradPath forms to be available.

This form has a box for you to tick.

Certified

I certify that I am aware of Responsible Conduct of Research Compliance regulations and Academic integrity requirements and will adhere to them in my research

Submit Return

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.

Plan of Study (OPTIMS)

[View Current](#)



You should meet with your faculty advisor 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.

The first time you submit the Plan of Study you can click the “Create New” button.

Master's/Specialist Committee Appointment Form (ARECMS)

View Current

CREATE NEW

Modify



If your Plan of Study has already been approved by all reviewers you can “View Current” or “Modify”.

Plan of Study (ARECMS)

VIEW CURRENT

Create New

MODIFY

In the Plan of Study enter your expected graduation term.

Expected Graduation Term	
Enter your expected graduation term and year below	If your expected graduation term changes, notify Elise Bowler at ebowler@grad.arizona.edu (30012,8)
Spring (May) <input type="text"/>	Year <input type="text" value="2015"/>

- If you are working on 2 degrees please enter the appropriate graduation term for this degree.
- You can email your degree counsellor and they can update your expected graduation term.

Master's students have six years to complete their degree.

- Do not include on your Plan of Study coursework that will be more than 6 years old when you reach your expected graduation term.
- You have the option of petitioning to see if you can get permission to use coursework more than 6 years old.

In the Plan of Study you will be asked if you are doing a thesis. If yes, you will be asked to enter the title of your thesis.

Thesis/Dissertation Title

Are you doing a thesis? Yes No

If you are doing a thesis for Optical Sciences and know the title, enter it here (30018,7).

- If you do not yet know the title you can leave it blank.
- You can enter a new title when you submit your Master's Committee form.

Those doing a thesis are required to archive the thesis.

- Please ensure you submit your thesis by the deadline for your graduation semester. The relevant deadlines are available on the Graduate College website.
- Please refer to the sample thesis pages and thesis formatting guide also available on the Graduate College website.

In the Plan of Study you will also be asked to nominate your major advisor.

Plan of Study

Plan of Study - Coursework for Major



Search for Major advisor

Thomas Milster

- 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 use to meet your degree requirements.

- You can select from:
- Courses that you have already enrolled in (including 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.

Get Enrollments

Get Transfer

Get Future Courses

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.
- GradPath won't let you submit if you indicated you are doing a thesis but did not include thesis units on the Plan of Study.

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 you can contact the next reviewer on the routing and ask them to deny the Plan of Study so that you can modify it and re-submit.
 - If your Plan of Study has already been approved by the Graduate College you can modify and re-submit it.

How will I know if my Plan of Study is approved ?

- Once your form receives final approval you will receive an e-mail from GradPathForms@grad.arizona.edu
- Once you receive notification that your Plan of Study has been approved, the next GradPath form, the Master's Committee Appointment form, will be available to you.

What if my Plan of Study is denied ?

You will receive an email from

GradPathForms@grad.arizona.edu

You can “View Current” to see why your Plan of Study was denied. You can then “Modify” and re-submit your Plan of Study.

Plan of Study (ARECMS)

VIEW CURRENT

Create New

MODIFY

Candidacy fees and Plan of Study

When your Masters Plan of Study is first approved by the Graduate College you will be billed the relevant candidacy fees.

If you modify and re-submit your Masters Plan of Study you should not be billed again.

If you are doing two degrees you will have 2 sets of candidacy fees.

It takes time to approve forms.

- Allow time for your Plan of Study to be approved- you cannot submit the Master's Committee Appointment form until the Plan of Study has been approved by all reviewers and the Graduate College.
- Allow enough time for your Master's Committee Appointment form be approved before the degree award date.

Thank you.

- If you have any questions you can contact your graduate coordinator or your degree counselor in the Graduate College.
- The contact information for your degree counselor is available on the graduate College website:
www.grad.arizona.edu

Contact Us/Departmental Program Contacts by Program