

Graduate Student Academic Services
(GSAS)

would like to present

An Introduction to the
Doctoral 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.

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.

After submitting the Responsible Conduct of Research form, doctoral students then have access to submit the Plan of Study and Comprehensive Exam Committee.

▼ PHD - Optical Sciences (Active in Program)

Responsible Conduct of Research Statement (OPTIPHD)

View Current



Plan of Study (OPTIPHD)

View Current



Comp Exam Committee Appointment Form (OPTIPHD)

View Current



Plan of Study (OPTIPHD)

View Current



You should meet with your faculty advisor prior to submitting the Plan of Study.

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 Doctoral Plan of Study you can click the “Create New” button.

Plan of Study (OPTIPHD)

View Current

CREATE NEW

Modify



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



In the Plan of Study enter your expected graduation term.

Expected Graduation Term

Enter your expected graduation term and year below

Spring (May) ▼

Year 2015

If your expected graduation term changes, notify Elise Bowler at ebowler@grad.arizona.edu (30012,8)

- 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.

There is no time limit for the coursework on the doctoral Plan of Study.

- Students have 5 years from when they complete their oral comprehensive exam to complete their doctorate. Some programs have more stringent time to degree requirements.
- For more information refer to the Time Limitation section for doctoral students on the Grad College website.

In the Plan of Study you will be asked to enter the title of your dissertation.

Thesis/Dissertation Title

If you are doing a dissertation 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 Dissertation Committee Appointment form.

You will be required to archive the dissertation.

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

- Your advisor must be a faculty member (a professor).
- You do not need to submit a new Plan of Study if your advisor changes.

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.

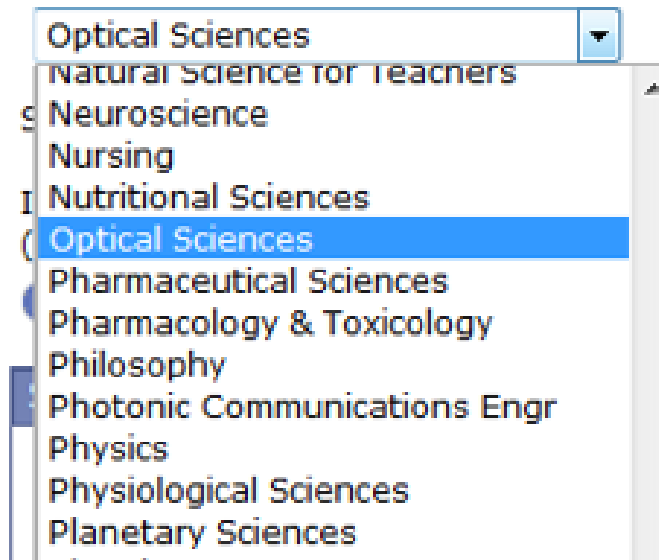
Get Enrollments

Get Transfer

Get Future Courses

Select your minor from the drop down list.

Plan of Study - Coursework for Minor



A screenshot of a web application interface showing a dropdown menu for selecting a minor. The menu is titled "Plan of Study - Coursework for Minor" and is currently open, displaying a list of options. The selected option is "Optical Sciences", which is highlighted in blue. Other options in the list include "Natural Science for Teachers", "Neuroscience", "Nursing", "Nutritional Sciences", "Pharmaceutical Sciences", "Pharmacology & Toxicology", "Philosophy", "Photonic Communications Engr", "Physics", "Physiological Sciences", and "Planetary Sciences".

- Your minor can be the same as your major, in that case the minor advisor can be the same person as the major advisor.

What if I get a warning on the Plan of Study ?

- Some reasons GradPath will generate a validation warning are:
- 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 or minor.
- GradPath won't let you submit the Plan of Study if you include dissertation/ DNP project units on the Plan.

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.
- You must have at least 12 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 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 the Plan 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

What if my Plan of Study is denied ?

If your 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 revised Plan of Study.

Plan of Study (ARECMS)

VIEW CURRENT

Create New

MODIFY

It takes time to approve forms.

- Allow time for your Plan of Study to be approved.
- You cannot submit the Announcement of Comprehensive Exam form until both the Plan of Study and Comprehensive Exam Committee have been approved by all reviewers.

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