Instructions for UA GradPath: Master’s Degree

Dates: Plan of Study due by October 1
       Committee Appointment form due by December 1

Navigate to UA GradPath forms through UAccess Student.

You should see the following:

GradPath

Click GradPath forms to see:

CERTG - Bilingual Spch-Lang Pathology (Active in Program)
- Responsible Conduct of Research Statement (BILSLPCRTG)
- Plan of Study (BILSLPCRTG)

MS - Speech, Language & Hearing Sci (Active in Program)
- Responsible Conduct of Research Statement (SLHMS)
- Plan of Study (SLHMS)
- Master’s/Specialist Committee Appointment Form (SLHMS)
- Master’s/Specialist Completion Confirmation (SLHMS)

Other forms
- Transfer Credit Form

Note: If you are not in the bilingual certificate program you will not see that section
Click on Responsible Conduct of Research Statement:

![Image of Responsible Conduct of Research Statement]

Click the box to certify that you are aware of the policy and submit.

Click on the Plan of Study form:

Answer the question regarding a thesis, enter graduation date, and add your advisor.

![Image of Plan of Study form]

If your graduate date is not correct, email the person listed in the box (Kristi Davenport).

You will then enter coursework taken as part of your MS program. You will enter 36 credit hours from the classes you have taken, are currently enrolled in, and plan to take during the spring semester.

Use the Get Enrollments tab for current and past coursework. Use the Get Future Courses for spring semester coursework.
IMPORTANT HINTS:

*The 36 units you put on this form needs to have a catalog number >500.*

**DO NOT include clinic registrations (SLHS 558 or SLHS 658).**

You may enter SLHS 535 on this form, but you should not include other coursework taken as part of the bilingual certificate program.

*Do not include audited coursework.*

<table>
<thead>
<tr>
<th>Coursework for Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Fall 2018</td>
</tr>
<tr>
<td>Spring 2018</td>
</tr>
<tr>
<td>Spring 2018</td>
</tr>
<tr>
<td>Spring 2018</td>
</tr>
<tr>
<td>Spring 2018</td>
</tr>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
</tr>
<tr>
<td>Spring 2017</td>
</tr>
<tr>
<td>Fall 2016</td>
</tr>
<tr>
<td>Fall 2016</td>
</tr>
</tbody>
</table>

When you are finished adding courses and have 36 units on your plan of study, click submit.

This form will be routed to the Department (Susan Bridgewater), your advisor, Dr. Bunton (Director of Graduate Studies), and the Graduate College (Kristi Davenport). It takes weeks before this form is approved. It is a good idea to check the status of this form periodically. If there is an error, it will be denied and returned to you. There is a notes section near the bottom of the form where you will see an explanation. Make changes and resubmit.

Once your Plan of Study form is approved, you need to enter your Committee Appointment Form.
Click on Committee Appointment Form:

Here are the people who should be listed:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>If Bunton or Alt are your advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Chair</td>
<td>Bunton/Alt Chair</td>
</tr>
<tr>
<td>Dr. Bunton</td>
<td>Member</td>
<td>Bunton/Alt Member</td>
</tr>
<tr>
<td>Dr. Alt</td>
<td>Member</td>
<td>Dr. Samlan Member</td>
</tr>
</tbody>
</table>

If you are completing a thesis, you will list your thesis committee members. Academic faculty=chair or member; Clinical faculty=special member

Click submit.

That’s all for GradPath!

The final form in the list, Completion Confirmation, is filled out by Susan after you pass your comprehensive examination.

**Be sure you are monitoring the status of your forms to make sure they are approved.**

*****If your spring enrollment changes, you may need to revise your Plan of Study. Your Plan of Study and Transcript need to match EXACTLY before your graduation is approved. Kristi Davenport is very responsive and will email if she sees a problem.
Bilingual Certification Grad Path Form

Complete the Responsible Conduct of Research Form (same as for MS degree)

Click on the Bilingual Plan of Study.

Enter Leah Fabiano-Smith as your advisor.

On this form you need to enter the following courses:

SLHS 535 (3 units)
SLHS 597 (1 unit)
Elective (3 units)
SLHS 558 (2 units; does not matter which semester)

The coursework entered needs to equal (or exceed) 9 credit hours.

Click Submit

*Be sure you monitor the status of the form to make sure it is approved.*

*If your coursework changes (e.g. elective course), be sure to update this form before graduation.*