

Managing Your Milestones: The When-Who-Where of Completing Degree-Related Forms

This handout is meant to serve as a general guide for students pursuing a doctoral degree with the UA College of Public Health. Student experiences vary widely, however, and there may be individual situations in which the below may not apply. Please work closely with your Graduate Coordinator when circumstances arise that may impact your completion of these forms.

There are two major types of forms you will complete during your time with us that are related to your degree milestones. **MEZCOPH forms** are concerned with facilitating and documenting internal communication and verifying college policies are followed. **GradPath forms** are concerned with ensuring university policies are followed, administrative processes are initiated and effective communication with the Graduate College occurs.

MEZCOPH forms you will find on the Hub (relevant to your milestones)

- Course Substitution Form
- Declaration of Doctoral Minor Form
- Declaration of Committee Membership Form
- 900-level Course Registration Form

University forms you will find on GradPath (in the order they appear in GradPath)

PhD/DrPH

- Responsible Conduct of Research Statement
- Plan of Study
- Comp Exam Committee Appointment Form
- Announcement of Doctoral Comprehensive Exam
- Results of Comprehensive Exam
- Doctoral Dissertation Committee Appointment
- Prospectus/Proposal Confirmation
- Announcement of Final Oral Defense
- Results of Final Oral Defense

Other forms

- Transfer Credit Forms

Petition forms

- Petition form

Sequence of Forms

Directions for completing MEZCOPH forms are listed on the form itself. Please see your handbook for specific information regarding the make-up of your committee, specifics of your dissertation proposal, etc...

Submitted GradPath forms follow a sequence of electronic approvals. It is the student's responsibility to track approval and follow up as necessary with reviewers to ensure forms are reviewed in a timely manner. Students may track the progress of GradPath forms by logging back into the form and scrolling to the bottom to view the review/approval chain.

When to complete	Form(s) needed	Who initiates	Location	Note
Ideally, your first semester.	Responsible Conduct of Research Statement	Student	GradPath on UAccess	Read the statement and affirm agreement.
Ideally, your first semester.	Transfer Credit Form	Student	GradPath on UAccess	Use this form to make non-UA course work part of your UA record. There is no limit on the number of classes or units you may <u>transfer</u> in.
First semester, later if needed but before submitting Plan of Study.	Course Substitution Form	Student	The Hub	See Transfer Work Flow Chart in Doctoral Resources folder on Hub to determine if you need this form. See handbook on Hub to determine how many units you may use from previous degree(s) toward current degree.
Semester before comprehensive exams if you are declaring a Minor offered through MEZCOPH.	Declaration of Doctoral Minor Form	Student	The Hub	If you are declaring a doctoral minor offered through MEZCOPH, use this form. Otherwise, use the form required by the offering program. If no form exists, document your agreement in another manner.
Semester before comprehensive exams.	Plan of Study	Student	GradPath on UAccess	List all courses that fulfill major and minor requirements, including 18 units of dissertation.
Three months before written portion of comp exam.	Declaration of Committee Membership Form/ Comp Exam Committee Appointment Form	Student	The Hub & GradPath on UAccess	Please complete the paper MEZCOPH form before the electronic GradPath form. See your handbooks for specifics regarding committee composition. See handbook for eligibility criteria to sit for comp exam.
Minimum of two weeks prior to sitting for <u>oral</u> portion of the exam.	Announcement of Doctoral Comprehensive Exam	Student	GradPath on UAccess	Student works with committee to identify time and date of exam. Graduate Coordinator (Michael) may help with reserving a room. See handbook for eligibility criteria to sit for comp exam.
Within 1 week of oral comp exam.	Results of Comp Exam	Committee Chair	GradPath on UAccess	All but one member of committee must vote "pass."

When to complete	Form(s) needed	Who initiates	Location	Note
Varies by program, see handbook. Usually after passing comp exam.	Declaration of Committee Membership Form/ Doctoral Dissertation Committee Appointment	Student	The Hub & GradPath on UAccess	If your Dissertation Committee is different from your Comp Exam Committee, complete the MEZCOPH form found on the Hub again. Complete the GradPath form either way.
Varies by program, before or after comp exam.	Prospectus/Proposal Confirmation	Graduate Coordinator (Michael)	GradPath on UAccess	Once student has an approved Dissertation Proposal, she/he sends an electronic copy to Graduate Coordinator. See handbook for program-specific protocols and timeline.
Varies by program, before or after comp exam.	900-level Course Registration Form	Student	The Hub	Use this form each time you register for dissertation units. See handbook to determine when you are eligible.
Minimum of 15 working days before dissertation defense.	Announcement of Final Oral Defense	Student	GradPath on UAccess	Student works with committee to identify time and date of exam. Graduate Coordinator (Michael) may help with reserving a room. See handbook for pre-defense instructions.
Within 1 week of defense.	Results of Final Oral Defense	Dissertation Chair	GradPath on UAccess	At least three members must vote "pass," and no more than one member may "fail" or "abstain."
As needed, if needed.	Petition form	Student	GradPath on UAccess	Work with Graduate Coordinator if a situation arises in which an exception to Graduate College policy may be justified.