

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 master's of science 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 Committee Membership Form
- 900-level Course Registration Form

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

MS Forms

- Responsible Conduct of Research Statement
- Plan of Study
- Master's/Specialists Committee Appointment Form
- Master's/Specialists Completion Confirmation

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.

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.

Here are the forms listed in the typical order they are completed:

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 on MS & Doctoral Resources page on Hub to determine if you need this form. Twenty percent of your MS requirements may be fulfilled with transfer work.
Semester before thesis defense	Plan of Study	Student	GradPath on UAccess	List all courses that fulfill major and elective requirements, including 6 units of thesis.
Three months before thesis defense.	Declaration of Committee Membership Form	Student	The Hub	See your handbooks for specifics regarding committee composition.
Once the Declaration of Committee Membership Form is done.	Master's/Specialists Committee Appointment Form	Student	GradPath on UAccess	Once your coordinator has the above paper form, please promptly submit this electronic form.
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.
Once all post-defense revisions have been made and approved	Master's/Specialists Completion Confirmation	Graduate Coordinator	UAccess	Student notifies Graduate Coordinator, copying Thesis Chair, when all revisions have been approved by committee.
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.