

Student Center: GradPath

Frequently Asked Questions

- **What is GradPath?**

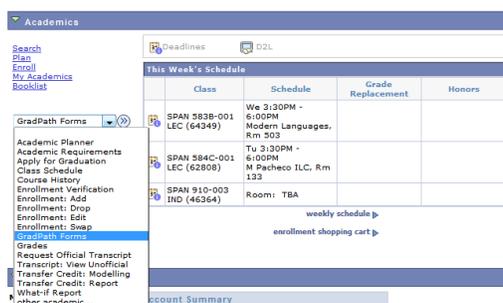
It is the Graduate College's new system for electronic processing of degree certification forms, which allows students to complete and submit forms online through UAccess Student. GradPath also includes an automated workflow engine that routes the electronic forms to everyone who needs to see or approve them.

- **What if I've already submitted some forms on paper?**

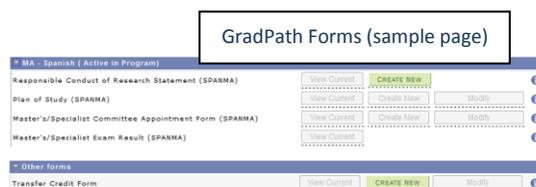
The forms are on file and do not have to be re-submitted electronically, but are not visible in GradPath, which you will use for your next form. If paper forms were submitted, the system picks up at the next step. If you see a form in GradPath that you've already done on paper, you *do not* need to redo those forms.

- **How do I navigate to the forms in UAccess Student?**

In the Academics section click the dropdown and select GradPath forms.



You are first directed to the landing page, which contains links and other helpful information. From there, click the GradPath Forms link.



- **What is the Responsible Conduct of Research Statement?**

This is the first form you must complete in GradPath and you cannot open the next form you need until this is completed. To see the form, click Create New. Make sure you've read the **General Information** section. Then, in the **Certified** section, read the statement and check the box.

This form does not require any approvals; once submitted you are immediately able to access the next applicable form. To return to your forms page, click the **Return** button.

- **Why are some buttons grayed out?**

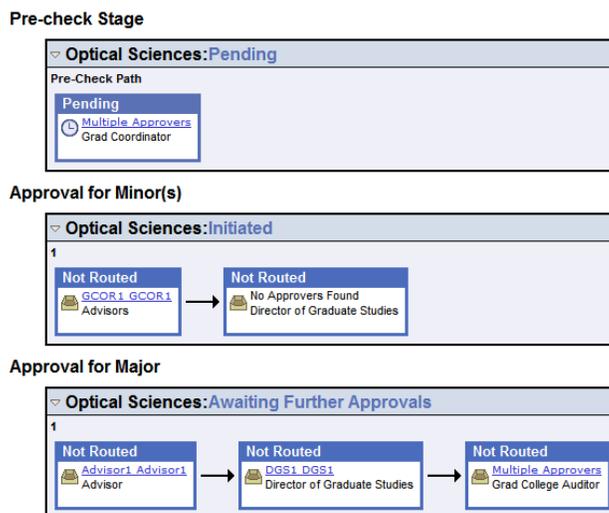
Forms are submitted in a controlled sequence. You can't create a new form if prior forms haven't been submitted and approved. In addition, modify is only available once a form has reached final approval.

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- **How do I know who my form is being routed to or where it is in the process?**

This information is visible in the Workflow Approval Path, which displays at the bottom of the form as soon as you Submit. You can also go to any form and View Current to see the path.



The Workflow Approval Path shows you where the form has been, the action taken, and where it's going. Approvals progress through all the routing in a section before progressing to the next, and each section has at least one approval group. The approval group may contain a single name or may have multiple approvers. Click on the blue link in any approval group to see more details regarding the person/people in the group.

Note: The Pre-check Stage section displays if the program has asked that the Grad Coordinator be sent notification of the form's submission. Many departments choose to have forms go directly to the faculty for approval and skip this pre-check stage.

- **I'm filling out a form and can't find the appropriate committee member or faculty. What do I do?**

Contact your Graduate Coordinator so the person can be added.

- **How do I edit or resubmit a form?**

A form cannot be edited or resubmitted until it is denied or reaches final approval, at which point the **Modify** button for that form becomes available. The student can then open the form, make any necessary changes, and resubmit. It is then routed again to all the appropriate approvers.

- **Who do I contact if I have questions?**

Please contact the degree auditor for your program. On the Graduate College website, identify your auditor by referring to [Find Your Degree Auditor](http://grad.arizona.edu/academics/degree-certification/find-auditor) (<http://grad.arizona.edu/academics/degree-certification/find-auditor>).