

GradPath

Faculty Frequently Asked Questions

- **What is GradPath?**

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

- **Why am I being asked to approve a form in GradPath?**

Directors of Graduate Studies and faculty who are named by students as an advisor or chair of a committee are required to approve or deny the applicable form.

- **How is the approver selected & what approvals are required?**

When the student's Plan of Study is submitted, the advisor(s) identified by the student will have the form routed to them for approval. Approval is required from the major advisor. For a doctoral Plan of Study the minor advisor must also approve. Doctoral committee appointment forms and exam announcements require approval from the member the student designates as chair (or the two co-chairs).

- **How will I know I have forms to approve in GradPath?**

You will receive an email from gradpathforms@grad.arizona.edu. This email identifies the form and the student who submitted it. It also contains a link to the specified form in UAccess Student.

Note: Make sure your email filter is set to accept emails from the sender indicated above.

- **What address is the email notification sent to?**

All GradPath notifications go to your official UA email address. If you aren't sure what email address is being used, log into UAccess Employee, as you do to submit your timesheet. Navigate to Main Menu > Self Service > Personal Information > Personal Information Summary.

- **What if I don't regularly use my official UA email address?**

You must make sure all email forwards from your official email to any proxy. All notifications will only be sent to the official email address.

- **Why can't I log into UAccess Student?**

Are you on campus? If not, VPN is required in order to log in. The VPN is accessible from any browser by going to <https://vpn.arizona.edu/>.

If you are on campus or have VPN and still have connection issues, contact the 24/7 IT Support Center at 626-TECH.

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- **Once I receive a notification, what are the next steps?**

1. Click on the link in the email. If prompted, log in with your NetID and password and then will be taken directly to the form that needs review and approval.
2. Review the information on the form. Be sure to look for comments or warnings near the bottom of the form.
3. Scroll down until you locate the section you need to complete.



Comment

Return Save Comments

Approve Deny

Save for Later

4. If appropriate, enter any comments.
Note: If you are denying the form, you must enter a comment
5. Click the appropriate button.
Note: If the Approve and Deny buttons are not available, you do not need to take any action on the form and the email notification was for informational purposes only. This information is specified in the email.

- **What is the Return button?**

This redirects you to the student's main GradPath page, where you may view any other forms pending, submitted, approved, or denied for that student.

- **What is the Research Compliance Acknowledgement section?**

When a Plan of Study is submitted in GradPath, the Advisor must complete this section on the form. This is the only time it will have to be completed, and you cannot approve or deny until you have done so.

Note: If a doctoral student submitted a paper Plan of Study before GradPath was in use, the committee chair is asked to complete this section on the student's final defense committee appointment form.

- **What is the Validation Warning?**

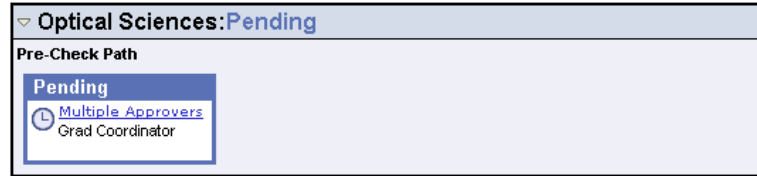
Validation Warnings	
1	More than 12 units from GNDG program (credit requirements policy).

If there are potential issues with the form, the student receives this warning when the form is submitted and it is saved and displayed directly above the **comment** field. These are conditions that could potentially keep the form from being approved by the Graduate Coordinator or Grad College and may also be items that a student can petition.

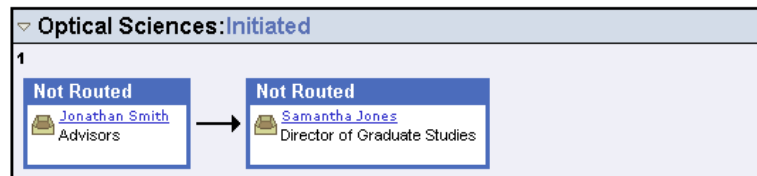
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- **What is the Workflow Approval Path?**

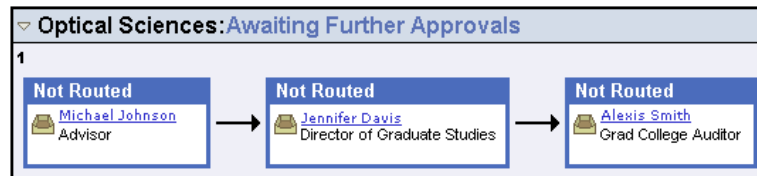
Pre-check Stage



Approval for Minor(s)



Approval for Major



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 Graduate Coordinator be sent notification of the form's submission. Many departments choose to have forms go directly to the faculty for approval and thus skip this pre-check stage.

- **Can I navigate to the forms directly from within UAccess Student or do I have to use the link in my email?**

You can access a student's GradPath form by navigating to Academic Advisement > UA Graduation College Forms > UA Grad College View Forms > All.



Use the search fields to look up the student, click Search, and you are directed to the student's GradPath Forms page. You can view any forms the student has created, including the approval status and Workflow Approval Path, but cannot approve or deny unless the form has been routed to you.