Microbiology Graduate Program Policies and Procedures

Student Handbook

Updated Aug 2016
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Program Description

The Microbiology Graduate Program (MGP) provides post-graduate education in the basic science disciplines, including microbiology, immunology, and food safety while embracing an integrative approach to science. Students will develop a broad academic foundation with a concentration in at least one science discipline. The general focus will be on microbiology and microbial pathogens of domestic animals and humans, with an emphasis on infectious diseases and host responses. Graduates will find employment in academic, government, and private institutions.

Application Process

Application must be made to the UA Graduate College (online at https://apply.grad.arizona.edu).

In addition to general Graduate College application requirements, the MGP application requires the following:

- GRE scores for the general aptitude test should be: ≥151 verbal, ≥153 quantitative, ≥4.0 for analytical writing. Applicants for the Accelerated Master’s Program (AMP) are not required to take the GRE.
- Three letters of recommendation.
- A Statement of Purpose describing research and career goals.
- Curriculum vitae.
- **Unofficial** electronic copies of all college and university transcripts are to be submitted with the online application. Once an applicant has been accepted they will be required to mail official transcripts from all colleges and universities attended to the following address:

  Microbiology Graduate Program Coordinator  
  School of Animal and Comparative Biomedical Sciences  
  The University of Arizona  
  P.O. Box 210090  
  1117 E Lowell Street  
  Tucson, AZ 85721

Application Deadlines

For domestic and international applications, the application should be received no later than January 1 to be considered for fall admission. In general, new students are admitted in fall semester.
Review of Applications

Summaries of all applications will be produced by the MGP coordinator and reviewed by the MGPC for acceptance of student applications. MGP faculty will then be able to review online applications for students who the MGPC recommends for admission into the program. Faculty interested in and able to support a given student will inform the MGP coordinator. Faculty will then contact the student to set up a telephone or Internet (Skype) interview. One year of funding guarantee by the PI will be confirmed before acceptance of a student. The school director will need to give final consent of admission recommendations before the MGP coordinator can officially recommend the student to the graduate college. Student letters of acceptance or denial will be sent by March 1st. Evaluation of applicants will be based upon the following criteria:

- Undergraduate transcripts
- Grade-point average, which must be ≥3.0 on scale of 4.0 for the last 60 undergraduate or 12 graduate credit hours, or include completion as a non-degree student of 12 credit hours of ≥ 500 level coursework with GPA ≥3.25. For the Accelerated Master’s Program the GPA must be ≥3.3 on scale of 4.0.
- Graduate Record Examination (GRE) scores should be ≥ 50th percentile, or ≥ 151 on verbal and ≥151 quantitative and ≥ 4.0 for the analytical writing section.
- TOEFL score ≥ 550 (≥ 213 CAT), ≥ 80 IBT
- Research experience or graduate degrees
- Letters of recommendation
- Statement of Purpose

- **Availability of physical and financial support**

Students must have adequate preparation in the basic sciences, tailored to the greatest extent possible to their specific objectives. Deficiencies, as determined by the MGPC upon admission, should be removed during the first year of graduate study. The MGPC will determine if this coursework will contribute to completion of degree requirements. Most students admitted will have earned a BS degree or equivalent in a natural science and prerequisites that will allow enrollment in major and minor coursework. Students admitted to provisional status will be advanced to regular status upon completion of 9 credit hours of graduate coursework with ≥ 3.0 GPA. Notice of admission will include any special conditions, including amelioration of deficiencies.
Graduate Student Outcomes and Assessment

The MGP will provide graduate students with an education that will result in knowledge of appropriate subject matter, communication skills, and methodological expertise that will help the student in their subsequent professional activities.

Program Objectives

Upon completion of the MIC graduate program students should be able to:

- Demonstrate basic knowledge in the disciplines of microbiology, including aspects of bacteriology, parasitology, virology, mycology, immunology and microbial genetics.
- Conduct research in an ethical context, and in a manner consistent with maximal possible protection for human and animal subjects.
- Display proficiency in scientific inquiry, including:
  - Skills of critical thinking
  - The ability to formulate hypotheses and test them
  - The ability to analyze and interpret data
- Exhibit oral and written communication skills.
- Demonstrate engagement in self-initiated learning and discovery.
- Engage in self-criticism and self-evaluation.
- Demonstrate the ability to work as part of a team to achieve the above goals.

Objective Assessment

Current graduate assessment tools for above program objectives:

- Course grades.
- Annual Microbiology Graduate Advisory Committee meetings and written meeting summaries required; recommended semi-annually but required yearly.
- Annual student progress reports.
- Student seminar presentations (school and at national and international meetings).
- Comprehensive doctoral examinations (for PhD candidates).
- Graduate thesis (MS) or dissertation (PhD).
- Thesis/dissertation defense examinations.
- Publication of work derived from the graduate thesis/dissertation.
- Employment history.

Proposed additional assessment tools:
- Graduate student alumni survey
Faculty Members of the MGP include the following:

**Animal and Comparative Biomedical Sciences** – Shane Burgess, Peder Cuneo, Sharon Dial, Robert Glock, Fiona McCarthy, Sadhana Ravishankar, Carlos Reggiardo, Mike Riggs, Gayatri Vedantam, V.K. Viswanathan, and Andre Wright.

**Entomology** – Patricia Stock

**Agricultural and Biosystems Engineering** – Jeong-Yeon Yoon

### Study Programs

The MGP takes an integrated perspective on natural science disciplines, as reflected in the diversity of faculty research emphases. Maximum flexibility in planning programs of study for MS and PhD candidates is desirable, and no uniform core of coursework is required. Students will become accomplished in verbal and written communication through participation in ACBS courses and seminars, and through presentations at local, national, and international meetings. Students will be encouraged to gain teaching experience by acting as teaching assistants or involvement in other teaching activities. The Plan of Study should be established at the first GAC meeting and submitted electronically via GradPath.

### Program Transfers

Students currently enrolled in other graduate programs at The University of Arizona may transfer to the Microbiology Graduate Program. The faculty member with whom the student wishes to work with will need to notify the MGPC of the desired transfer and of availability of financial and facility support. MGPC may recommend admission or request additional documentation, including any of the requirements noted above.

### Individual Student Records and Annual Progress Reports

The School of Animal and Comparative Biomedical Sciences will maintain a central file for each student. This includes records of progress toward program milestones, completion of degree requirements, and other documents referenced in this Program Description.
Students and major professors need to complete an annual progress report (found on the ACBS website) by **March 1st**, in conjunction with a graduate committee meeting. The annual progress report, along with academic performance, will be the basis for establishing which students receive initial and continued financial support for the Microbiology Graduate Program. Upon review by the MGPC and concurrence with the ACBS Director, students not making satisfactory progress will not receive funding from the program.

Once completed and signed by the student and the student’s major advisor, the report should be given to the MGP program coordinator so that it can be filed in the student’s records. A signed copy will also be given to the major advisor and the student.

**Graduate Teaching Assistantships**

Graduate assistantships (GTA’s) funded from the College of Agriculture and Life Sciences (CALS) are awarded competitively through the MGPC, with the amount of each stipend set by CALS, in keeping with university policy. The monies for the GTA’s will be administered through the ACBS accounting office by the Business Manager. CALS GTA’s will assist faculty in teaching the laboratories of MIC 205: General Microbiology, MIC421B: Microbial Techniques, and MIC 428: Microbial Genetics. Applicants for assistantships will be rated on letters of recommendation, GPA, scores on GRE, TOEFL, and SPEAK test, previous teaching experience, **knowledge of course content**, and references from course instructors. All GTA’s and RA’s must be enrolled for ≥ 10 units, maintain a GPA ≥3.0, and make satisfactory progress toward the target degree. Teaching assistants must also complete the Teaching Assistant Training Online (TATO) and are strongly encouraged to complete the annual teaching seminar offered by the Bart Cardon Scholars in CALS. **Mentors of GTA’s must be a faculty member of the MGP and must be actively teaching in one of the Undergraduate/Graduate Microbiology courses.** Students are advised to check at least annually for current versions of Graduate College documents (http://grad.arizona.edu/new-and-current-students) and guidelines.
Assignment of Students to Assistant/Associate Categories

Assignment of graduate students to categories is for the purpose of maintaining a differential, experience-based pay scale, and will be based upon the following criteria:

**Graduate Assistant Level**
- Master's student with < 30 credit hours
- PhD student without a Master's degree, and < 30 credit hours

**Graduate Associate I Level**
- PhD student without a Master's degree, and with ≥ 30 credit hours
- PhD student with a Master's degree

**Graduate Associate II Level**
- PhD students who have passed the comprehensive doctoral examination, and have ≥ 30 credit hours.

Students who change their status during a semester or over the summer will be paid at the lower rate until the beginning of the next semester.

Time Commitment, Holiday, Vacation and Sick Leave Policy

Competition for post-graduate positions is becoming more intense. Those who complete their graduate program with a firm grasp of their scientific discipline, a practical basis for obtaining and maintaining financial support of a research program, and a strong work ethic will be best situated for success.

Students should expect to invest a minimum of 40 hours per week in graduate study. This time includes any paid duties as a GTA or GRA and any classes attended for graduate program credit, but the majority of these hours should be invested in thesis or dissertation research. Under University personnel policy, graduate students are appointed in a non-benefit accruing position, and as such do not formally accrue vacation or sick leave. Vacation leave should be arranged with the faculty mentor in advance. No sick leave will be formally assigned, but may be used as necessary, with approval of the faculty mentor.
MS degree

The MS degree requires completion of advanced coursework and research in microbiology. The degree also requires one semester of teaching as a graduate assistant. The MS degree is usually completed in two to three years, but must, by Graduate College policy, be completed in six years. A seventh year may be available under extenuating circumstances. The degree program requires ≥30 units of specified graduate coursework with an overall GPA ≥3.0, and includes the following:

- At least 15 units of graded coursework in the major (completed by the end of the 4th semester)
- ≥2 semesters of MIC 595a (Critical Evaluation of Scientific Literature)
- At least 9 research units (MIC 900)
- 6 thesis units (MIC 910)
- 1 unit of ACBS 696a (Research Seminar) taken in the last semester as the thesis defense. MGP graduate students are required to attend seminar each semester regardless of registration for the course, unless there is a course scheduling conflict on the days that seminar is scheduled. Attendance will be monitored and recorded in the student’s annual progress report.

Students entering the program with a strong foundation of coursework in microbiology, pathology, epidemiology, parasitology, virology, mycology, food safety and/or other health science disciplines will have greater flexibility in preparing a Plan of Study within the program. The Plan of Study will be developed by the student and his or her GAC, and submitted electronically via GradPath by the end of the student’s second semester. Graduate credit earned at other institutions, if accepted by the major professor and Graduate Advisory Committee and approved by the MGPC and the Graduate College, may be counted toward degree requirements. More information on transfer credits accepted by the University of Arizona for MS students can be found on the Graduate College website (http://grad.arizona.edu/gsas/degree-requirements/masters-degrees). A defensible thesis and a final oral examination are required. The candidate should generate sufficient data from the thesis research to write at least one full-length manuscript suitable for publication in a refereed journal in the field of specialization. This manuscript must be submitted for consideration prior to the final examination, unless this is waived by agreement of the student’s mentor and GAC.

All graded coursework should be completed by the end of the fourth semester. Courses numbered 599, 900 and 910 are not included in computation of GPA. Courses in which the student earns a grade of D will not count toward graduate credit, but the grade will be included when computing the GPA. As stated by the Graduate College, all requirements for the master’s degree must be completed...
within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

Accelerated MS program (AMP)

Eligibility criteria include:

- Applicant must be a continuing University of Arizona undergraduate with a minimum cumulative GPA of ≥ 3.3.
- Completion of ≥ 75 undergraduate units at the time of application and ≥ 90 undergraduate units at the time of entry into the program.
- Completion of ≥ 12 undergraduate major credits at The University of Arizona.
- Completion or near completion of general education requirements.

Applications will be accepted from students who have reached an agreement with a faculty member to serve as a mentor and who have applied to the Graduate College in the standard manner. Students in their junior (3rd) year should submit an application to the AMP prior to February 1st. After acceptance into the Accelerated Masters Program, students register to take a combination of undergraduate and graduate courses during their final year to complete their Bachelor’s degree. During this first year in the AMP, students will meet with their advisors to plan their graduate research. Once the student’s Bachelor’s degree has been completed the student will focus on their remaining graduate coursework and their research-based thesis in order to complete the requirements for the Master’s degree. The Plan of Study will be developed by the student and his or her GAC, and submitted electronically via GradPath by the end of the student’s third semester.

Once a student is admitted into the AMP they may take up to 12 units of graduate coursework, which may apply toward both their Bachelor’s degree and their Master’s degree. During this time students will be charged at the undergraduate rate and retain undergraduate scholarship eligibility. To register for graduate level courses as an undergraduate an Undergraduate Enrollment in Graduate Courses form (https://grad.arizona.edu/gcforms/sites/gcforms/files/page/undergradenrollment.pdf) must be completed. Students must mark that they wish to receive undergraduate credit for their course work, obtain instructor permission, and have their academic advisor sign off on the form before submitting it to the Graduate College and then finally to the Registrar’s Office. One form must be used for each semester the student wishes to register for graduate level courses.

Graduate status will be granted once the student has completed their undergraduate degree. Students are then charged at the graduate rate and will be eligible for graduate assistantships. Those who complete 12 graduate units, but not the undergraduate degree, will be considered as graduate students for financial aid and tuition purposes. They will no longer be eligible for undergraduate
scholarships, nor will they be eligible for graduate assistantships. Undergraduate requirements should be completed as early as possible, but must be completed at least one semester before receiving the MS degree. The program retains the right to reevaluate a candidate’s transition to graduate status at the termination of their undergraduate degree.

At least 12 graduate credits must be taken while in graduate status, after completing all degree requirements for the Bachelor’s. The degree program requires a minimum total of 30 units of graduate coursework. This will include the Master’s Thesis and at least 15 regularly graded units of course work, as well as a minimum cumulative GPA of 3.0. The MGP requires completion of the following:

- At least 15 units of graded graduate coursework
- ≥ 2 semesters of MIC 595a, Critical Evaluation of Scientific Literature (offered spring semester only)
- 1 unit of ACBS 696a (Research Seminar) taken in the last semester as the thesis defense. MGP graduate students are required to attend seminar each semester regardless of registration for the course, unless there is a course scheduling conflict on the days that seminar is scheduled. Attendance will be monitored and recorded in the student’s annual progress report.
- 6 thesis units (MIC 910)
- At least 9 research units (MIC 900)

A thesis-formatting guide can be found on the Graduate College website: http://grad.arizona.edu/gcforms/sites/gcforms/files/page/thesisformattingguideno v2013revision.pdf
Applied Track MS degree

Students need to complete ≥ 30 units of specified graduate coursework with an overall GPA ≥ 3.0, including the following:

- ≥ 15 units in core classes, including ≥ 3 units in professional skills and conduct
- 6 - 9 units of elective classes (micro related courses from across campus that are chosen with advice from student’s committee)
- 1 unit of Seminar (ACBS 696a) taken in the last semester as the thesis defense. MGP graduate students are required to attend seminar each semester regardless of registration for the course, unless there is a course scheduling conflict on the days that seminar is scheduled. Attendance will be monitored and recorded in the student’s annual progress report.
- ≥ 3 units of internship credits (ACBS 693) or research credits (MIC 900)
- 3 units of MS report credits (MIC 909)

Core classes may be chosen from the following:
MIC 519 Immunology
MIC 538 Ecology of Infectious Diseases
MIC 530 Food Safety and Biotechnology
MCB 573 Recombinant DNA Methods and Applications

Professional skills and conduct courses may include any of the following:
BNAD 510 Foundations of Business for Scientists
ENGR 512a Management of Technology I
ENGR 512b Management of Technology II
ENGR 554 Law for Engineers/Scientists
PCOL 595B Scientific Writing Strategies, Skills and Ethics
LAW 655G Law and Science
LAW 664 Biotech Startup Co: Law, Science & Business Issues

The applied track MS degree terminates with a project, which may be an internship, followed by a report and defense of the project in a seminar format. The Plan of Study will be developed by the student and his or her GAC, and submitted electronically via GradPath by the end of the student’s second semester. All graded coursework must be completed by the end of the fourth semester. Courses numbered 693, 900, and 909 are not included in computation of the GPA. Any course with a grade of D will not count toward graduate credit, but is included in computation of the GPA. All degree work must be completed within 6 years, with possible extension of one year under extenuating circumstances, although the applied track MS degree is usually completed in two years. *Applied track MS students will not be eligible for GTA’s.*
PhD degree

The PhD degree is conferred upon individuals who have demonstrated proficiency in research, experimental design, and scientific achievement in a microbiology discipline. The degree also requires two semesters of teaching as a graduate assistant. The degree is not granted merely as a certificate of faithful performance of a prescribed program of study and research. The PhD degree requires completion of a minimum of 63 credit hours of graduate coursework with an overall GPA $\geq 3.0$, and includes the following:

- $\geq 18$ graded units in the major
- $\geq 9$ graded units in the minor
- $\geq 3$ semesters of MIC 595a (Critical Evaluation of Scientific Literature)
- 2 units of ACBS 696a (Research Seminar)

MGP graduate students are required to attend seminar each semester regardless of registration for the course, unless there is a course scheduling conflict on the days that seminar is scheduled. Attendance will be monitored and recorded in the student’s annual progress report.

- $\geq 18$ research units (MIC 900)
- $\geq 18$ dissertation units (MIC 920) ($\leq 9$ in any semester)

The Plan of Study will be developed by the student and his or her GAC, and submitted electronically via GradPath by the end of the student’s third semester. All graded coursework should be completed by the end of the fourth semester. Courses numbered 900, and 910 are not included in computation of GPA. Courses in which the student earns a grade of D will not count toward graduate credit, but the grade will be included when computing the GPA.

Students will complete a dissertation which contributes knowledge in program disciplines, and which demonstrates a high degree of literary skill. It will be defended in a final oral examination. The dissertation research should generate sufficient data to write at least two first author, full-length manuscripts suitable for publication in a refereed journal in the field of specialization. The manuscripts should be submitted for consideration prior to the final examination, unless this is waived by agreement of the student’s mentor and GAC.

At least six semesters of full-time graduate study is required. Graduate credit earned at other institutions, if accepted by the major professor and Graduate Advisory Committee and approved by the MGPC and the Graduate College, may be counted toward degree requirements. More information on transfer credits accepted by the University of Arizona for PhD students can be found on the Graduate College website (https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy). The minimum residence requirement at The
University of Arizona is ≥ 2 regular semesters of full-time academic work or 30 graduate credits in the major field. All degree requirements must be met within a period of 10 years.

Selection of at least one minor is required. It may be in another graduate program, or in the MGP. Minor coursework should present a unifying theme to the remainder of the student's program. Dissertation work in absentia must be recommended by the GAC and ACBS Director and approved by petition to the Graduate College.

A **Minor** in the MGP will consist of nine hours of graded coursework with one member of the graduate student’s committee being part of the MGP. Students considering a Minor in MGP should first schedule a meeting with the MGP coordinator.

Converting from MS to PhD

If a student in the MGP wants to convert from an MS to a PhD candidate, he or she should seek approval from their GAC. Once the committee has approved the student’s request, the student and mentor will need to contact the Program Coordinator so they can arrange a window of time in which the student may submit an online application for the MGP PhD. Once the application is submitted it will be accepted by the MGPC and the student may proceed towards the new degree path using coursework and research units that previously applied towards their MS degree.

Converting from PhD to MS

A student may convert from a PhD to a MS only in consultation with the mentor. The GAC and the ACBS Director should be informed of the decision. The student must complete the Change of Degree Form on the Graduate College website.

Graduate Advisory Committees

GACs should be formed by the end of each student’s second semester. GACs for students seeking traditional, applied, or accelerated MS degrees will have a minimum of three members, with ≤ 1 member from outside the MGP. Committees for PhD students will comprise five members, including one from the minor department and no more than 2 from outside the program. Names of Committee members should be submitted to the MGPC as part of the Plan of Study, and filed in the Program Office in ACBS following the student’s first GAC meeting. GACs should meet bi-annually, and semi-annual meetings are highly recommended. A record of all meetings should be submitted by the student so they may be placed in the student’s file. The Plan of Study should be established at the first GAC meeting (student’s second semester, see below) and submitted through GradPath.

Transfer Credit

Graduate level courses completed at another university with a grade of “A” or “B” are transferable if approved by the GAC, but these grades will not be included in computation of the overall UA GPA. Transfer credit for those seeking the MS degree may not exceed 20% of the number of units required for the degree. No specific limitations on transfer units are placed upon those seeking the PhD degree; however, Graduate College policy requires that PhD students must complete ≥ 30 units in residence. A Transfer Credit form will need to be submitted prior to adding the courses to the student’s Plan of Study.
Comprehensive Doctoral (Preliminary) Examination

The GAC will serve as the examining body for comprehensive doctoral (PhD) and final oral (MS, PhD) examinations. **Comprehensive doctoral examinations should be completed by the fifth semester and should be taken after the student has met with his/her GAC committee and has provided them with an overview of courses taken and an outline of thesis hypotheses and goals.** Completion of both written and oral examinations within the same semester is strongly recommended. MGP policy requires completion of the comprehensive doctoral examinations ≥ 6 months prior to the final oral examination. The Comprehensive Doctoral Examination is considered to be a single examination, although it consists of written and oral parts. The student must demonstrate a substantial grasp of his or her field in a broad sense, and a sophisticated depth of understanding in his or her area of specialization. The GAC (which acts as the Examining Committee) will assess whether the student has demonstrated knowledge of his or her field to the degree that he or she would be acceptable as a professional and academic colleague.

The Comprehensive Examination Committee Appointment form must be completed in GradPath and approved prior to submitting the Announcement of Doctoral Comprehensive Examination. The results of the Comprehensive Examination will be submitted by the Chair of the student’s committee on behalf of the GAC. Once exams have been passed and coursework has been completed, the student will be advanced to candidacy and the Bursar’s Office will charge a fee to the student’s account.

The **Comprehensive Doctoral Written Examination** is comprised of questions submitted by the members of the GAC and assembled by the major professor. Individual committee members will decide the format for written examination questions (open book, closed book, or both). The written examination is to be completed in no more than five consecutive days. Failure of the written examination does not necessarily constitute a failure of the comprehensive doctoral examination as a whole. The candidate may repeat any/all of the written portion(s) of the examination once. The second examination may, if recommended by the GAC, follow additional coursework to enhance the candidate’s readiness. Students failing the second written examination will be dismissed from the Program.

The **Comprehensive Doctoral Oral Examination** is taken after completion of the written examination. The student must initiate the Announcement of Doctoral Comprehensive Examination form to schedule the oral comprehensive exam. Approval of the Announcement will generate the Results of the Comprehensive Examination form for the Chair to submit. When the Graduate College approves or denies the form (i.e. does or does not accept the reported result), the student and
all committee members will receive an e-mail notifying them and providing the link to view the form.

The oral exam consists, in part, of questions regarding the Dissertation Research Proposal (see below). The Comprehensive Oral Examination also includes clarification of answers to the written preliminary exam questions and general questions related to the area of study. The student should find a date agreeable to GAC members and send formal reminders of the date, time, and location three weeks and one week before it occurs. The student must also notify the Graduate College of the date of the Comprehensive Oral Examination (via Announcement of Doctoral Comprehensive Examination form) at least three weeks in advance. A GAC member (not the major professor) acts as examination reporter, ensuring that the exam is administered fairly and reporting to the Graduate College. All Examining Committee members must attend the entire exam, which should be ≥ 1 hour but ≤ 3 hours, in length. Greater than one negative or abstaining vote represents a failure. A second examination may be scheduled, within six months of the initial attempt. Students failing the second oral examination will be dismissed from the Program, per Graduate College policy. In case of illness or other scheduling problems a total of 4 members of the student’s GAC may preside over the Comprehensive Doctoral Oral Examination.

The examining committee must consist of a minimum of four members. The major advisor and two additional members must be current tenured, or tenure track faculty members. The fourth member may be tenured or tenure-track, or an approved special member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be current tenured or tenure-track faculty members, or approved special members.

All requirements for the PhD degree must be completed within five years of passing the Comprehensive Doctoral Examination. Upon immediate completion and passing of Comprehensive Exams the student will need to submit a Dissertation Committee Appointment form via GradPath.

**Dissertation Research Proposal**

The Dissertation Research Proposal should be prepared after the student has completed their comprehensive exams and submitted to their GAC no later than the end of their 6th semester. A solid research proposal starts with a clearly stated hypothesis and carefully designed specific aims that will test the hypothesis. The Research Proposal is limited to 15 single-spaced pages and should be prepared as follows:
• **Hypothesis and Specific Aims:** Outline the general purpose or objectives of your research, usually in outline form, in approx. ½ a page.

• **Background and Significance:** Describe the background to your proposed research and convey its significance in broader terms (e.g. the impact on human or animal health) in approx. 2-3 pages.

• **Preliminary studies (if any):** Preliminary studies can include your unpublished data that provide supporting evidence for the work described in the Research Design and Methods. The data may be presented as figures or tables, if appropriate, and should cover approx. 1-2 pages.

• **Research Design and Methods:** this is the proposal’s main focus, and should describe the proposed work and how it relates to the specific aims. There should be experimental detail, predicted results, possible pitfalls and alternative strategies. Length should be 11-12 pages.

• **The Timeline** addresses the feasibility of conducting the proposed work in three-years, including the order of experiments and proposed amount of time required. This is often presented as a table, and should be approx. ½ page in length.

• **References** should be in a form appropriate to the discipline area, e.g. American Society of Microbiology journal format. References are not included in the page limit.

A final copy of the approved dissertation proposal should be given to both the major advisor and the program coordinator to log in your program profile. Your Prospectus/Proposal Confirmation will not be approved through GradPath unless the major advisor has given approval and a copy of the proposal has been turned in to the MGP coordinator.

**Final Oral Examinations for the MS Degree**

The student will present a research seminar, consisting of a brief introduction and literature review, statement of the hypothesis tested and its significance, specific objectives, methods, results, and conclusions. After questions from the audience, there will be further examination by the GAC in closed session. The seminar and questioning will not exceed three hours in length. The final examination is a defense of the thesis. He or she will be questioned on methods, results, interpretation and significance of data, as well as the relevance of data to the acceptance or rejection of the hypothesis. The examination also may include general questioning related to the field(s) of study encompassed by the thesis or and/or general knowledge of the discipline. The Committee on Graduate Study (convened by the Graduate College) will be involved only in the event of a second examination, following failure of a first attempt. The student will arrange an agreeable date with the GAC and notify the graduate program coordinator so that an announcement can be made to the school. The student should send
subsequent reminders to their committee members in the weeks following up to the final defense.

Once the exam has been completed and passed, and the student has submitted their thesis, the Chair of the Committee will need to notify the MGP coordinator that the student has completed their degree requirements. After notification and a copy of the thesis has been turned in to the MGP coordinator along with a signed copy of the Statement by the Author (http://grad.arizona.edu/degrecert/samples-templates), the MGP coordinator will submit a Completion of Degree Requirements form to the Graduate College via GradPath. No additional faculty signatures will be necessary for this form.

**Final Oral Examinations for the PhD Degree**

After a doctoral student has the Defense Committee Appointment form approved, he or she will be able to submit the Announcement of Final Oral Defense form. As for the oral comprehensive exam, the Results of Final Oral Defense form is automatically created, and the Chair receives an e-mail with a link to open, complete, and submit that form following the conclusion of the defense. Again, the e-mail will include a link to the final defense packet, which includes the policies, procedures, ballots, and the 900-level Change of K Grade form. No paper ballots should be returned to the Graduate College. Students should still have paper approval pages (see page 37 of MGP Handbook) signed by the committee at the defense and return those to the Graduate College.

All PhD candidates will be required to submit confirmation via GradPath that a prospectus (Dissertation Research Proposal) has been completed prior to submission of the Announcement of Final Oral Defense. The student will present a research seminar, consisting of a brief introduction and literature review, statement of the hypothesis tested and its significance, specific objectives, methods, results, and conclusions. After questions from the audience, there will be further examination by the GAC in closed session. The seminar and questioning will not exceed three hours in length. The final examination is a defense of the dissertation. He or she will be questioned on methods, results, interpretation and significance of data, as well as the relevance of data to the acceptance or rejection of the hypothesis. The examination also may include general questioning related to the field(s) of study encompassed by the dissertation or and/or general knowledge of the discipline. The Committee on Graduate Study (convened by the Graduate College) will be involved only in the event of a second examination, following failure of a first attempt. The student will arrange an agreeable date with the GAC and submit an Announcement of Final Oral Defense form to the Graduate College via GradPath. The student should send subsequent reminders to the faculty in the weeks following up to the final defense. The Chair of the Committee
will receive notification that the final oral defense packet is available online for print out. Once the defense is complete, the Chair of the Committee will submit the results to the Graduate College on behalf of the GAC by completing the Final Oral Defense form via GradPath.

Inclusion of Published Papers and Preprints in Theses or Dissertations

MGP policy allows a thesis or dissertation to contain one or more manuscripts prepared for submission, submitted, accepted for publication, or previously published, under the following guidelines:

- If, the entire thesis or dissertation, excepting the Introduction, Discussion, and Conclusion sections, consists of materials previously published or currently in submission for publication, the student must be the first author on at least one of these papers. In the event that published or submitted works comprise only part of the thesis or dissertation, they may consist of works on which the student is not the first author if the GAC believes that the student's contribution is significant, and if such inclusion adds substantively to the thesis or dissertation.

- Additional material to be added to the thesis or dissertation (e.g., materials and methods or additional results) may be required at the discretion of the thesis/dissertation advisor.

- In general, papers published in a peer-reviewed journal or pre-prints submitted to peer-reviewed journals are acceptable. Papers that may be included in the thesis or dissertation must be full-length primary research papers; shorter communications in preeminent journals may be included at the discretion of the GAC.

- Papers on which the student is the first author and the student's faculty advisor is the remaining author are generally considered to be appropriate for inclusion in the thesis or dissertation. In cases where the student is the first author on a work that has two or more authors, or where the student is not the primary author, the GAC will assess whether inclusion of a part, or all of the published work in the thesis or dissertation is appropriate. In the case of multiple author papers, a statement in the thesis or dissertation will list the parts of the work that were done by the student.

- At the time of the oral defense of the thesis or dissertation, the student must be able to defend all the work included in the thesis or dissertation, even in the case of multiple authors. With this stipulation, the MGPC does not perceive a conflict of interest when other GAC members are co-authors.
• The penultimate copy of the thesis or dissertation must be submitted to each GAC member two weeks before the Final Oral Examination; under extenuating circumstances and/or by agreement of the Committee, the thesis or dissertation may be submitted less than four weeks prior to the final examination.

• The student needs to provide the home school/department and major professor with bound copies of the completed, final version of the thesis or dissertation. The Department copy should be bound with a hard cover. The University requires additional copies. Students should consult the graduate degree certification homepage at http://grad.arizona.edu/ for submission deadlines.

Satisfactory Academic Progress

Students enrolled in the Graduate College are required to maintain a “B” average (3.0); failure to do so can result in dismissal from the Program. Students who have a cumulative grade-point average of less than 3.0 will be placed on academic probation. Students on probation are required to meet with their major advisor to discuss steps to correct the problems that led to the probationary status, and to devise a written plan of action to be submitted to the Graduate College and included in the student’s MGP records. After two consecutive semesters of probation, students will be converted automatically to Non-Degree status by the Graduate College – while in Non-Degree status, students may continue to take graduate courses. Students can apply for readmission to a degree program as early as the semester after their conversion to Non-Degree status if they achieve a cumulative grade point average of at least 3.0 through additional graduate course work. Such a request must be supported by the MGPC and approved by the Dean of the Graduate College. Students who do not maintain a 3.0 GPA are not eligible for assistantships of any kind and cannot be recommended for scholarships or for the award of an advanced degree.

In addition to Graduate College requirements listed above, students must meet the milestone deadlines as listed in Appendix A. This includes completion of annual progress reports signed by the student and the major advisor by the end of each spring semester, earning a passing grade on preliminary exams, completion of all coursework in the timely manner as previously discussed, and the passing of thesis/dissertation defense no earlier than six months after passing preliminary exams.

If a student fails to meet program guidelines for satisfactory progress, the student will receive written notification with a clear statement of what the student must do and a date by which such actions must be completed. Copies of this correspondence will be included in the student’s individual file, as well as given to
Students who fail to remediate by the deadlines specified may be dismissed from the program.

**MGP Grievance Policy**

Students should first attempt to resolve difficulties informally by bringing concerns directly to the student’s major advisor, the school director, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may write a letter of request to the ACBS Director that a MGP grievance committee be formed. The MGP grievance committee will consist of three MGP tenure or tenure-track faculty and two graduate students in the MGP and will be chosen at the first faculty meeting of every other fall semester. If the major advisor of the student with a grievance is on the committee at the time the grievance is made, then the faculty member would be excused and a replacement elected by the ACBS faculty from other eligible MGP faculty members. The MGP grievance committee will need to meet within thirty days of the written request from the student and deliver a decision within one week of meeting. A letter will be sent to notify the student once a decision has been rendered. A copy of this letter will be kept on file with the MGP coordinator.

**Graduate College Grievance Policy**

While the Graduate College is available to discuss any academic concern, only grievances that allege violation of a specific University rule, regulation, policy or practice will be considered for formal review as stated below. A grievance procedure is available to graduate students who have complaints that:

1. Alleged violation of a specific University rule, regulation, policy or practice;
2. Are not remediable by other university grievance policies and procedures; and
3. Are within the decision-making jurisdiction of the Graduate College.

The Associate Dean of the Graduate College or other delegate of the Dean of the Graduate College (hereinafter "Associate Dean") shall determine whether a complaint is within the decision-making jurisdiction of the Graduate College. A summary of types of grievances and responsible parties can be found on the Graduate College website: https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties.

To pursue a formal grievance, students must follow the steps as listed on the Graduate College website (https://grad.arizona.edu/policies/academic-policies/grievance-policy).
### Appendix A: Guidelines for Satisfactory Academic Progress

#### Traditional Master’s Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Recommended Milestones*</th>
</tr>
</thead>
</table>
| 1        | - Attend orientations (Graduate College, international, and MGP) as available  
          | - Complete Responsible Conduct of Research form via GradPath  
          | - Identify research area  
          | - Begin coursework and thesis research  
          | - Identify potential GAC members |
| 2        | - Form Graduate Advisory Committee (GAC)  
          | - Formulate and submit Plan of Study to Graduate College  
          | - Continue coursework |
| 3        | - Continue coursework  
          | - Meet with GAC to evaluate research/coursework |
| 4/5/6    | - Complete coursework/research  
          | - Complete Committee Appointment Form and submit via GradPath  
          | - Write thesis and submit to GAC  
          | - Present seminar and defend MS thesis  
          | - Submit manuscript for publication, unless otherwise decided by GAC  
          | - Your PI will notify the MGP Coordinator upon completion of research, thesis, and defense so that ACBS approval of degree completion can be sent to the graduate college for final approval |

*Students and major professors must also complete the MGP Annual Progress Report, due by March 1st of each spring semester.*
Accelerated Master’s Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Recommended Milestones*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Attend MGP orientation</td>
</tr>
<tr>
<td></td>
<td>• Complete Responsible Conduct of Research form via GradPath</td>
</tr>
<tr>
<td></td>
<td>• Identify research area</td>
</tr>
<tr>
<td></td>
<td>• Begin graduate coursework, continue undergraduate coursework and begin thesis research</td>
</tr>
<tr>
<td></td>
<td>• Identify potential GAC members</td>
</tr>
<tr>
<td>2</td>
<td>• Form Graduate Advisory Committee (GAC)</td>
</tr>
<tr>
<td></td>
<td>• Continue graduate coursework, complete coursework for BS and continue thesis research</td>
</tr>
<tr>
<td></td>
<td>• Meet with your undergraduate major advisor for degree check</td>
</tr>
<tr>
<td>3</td>
<td>• Continue graduate coursework/research</td>
</tr>
<tr>
<td></td>
<td>• Formulate and submit Plan of Study to Graduate College</td>
</tr>
<tr>
<td></td>
<td>• Meet with GAC to evaluate progress with research/coursework</td>
</tr>
<tr>
<td>4/5</td>
<td>• Complete coursework/research</td>
</tr>
<tr>
<td></td>
<td>• Complete Committee Appointment Form and submit via GradPath</td>
</tr>
<tr>
<td></td>
<td>• Write thesis and submit to GAC</td>
</tr>
<tr>
<td></td>
<td>• Present seminar and defend MS thesis</td>
</tr>
<tr>
<td></td>
<td>• Submit manuscript for publication, unless otherwise decided by GAC</td>
</tr>
<tr>
<td></td>
<td>• Your PI will notify the graduate program coordinator upon completion of research, thesis and defense so that ACBS approval of degree completion can be sent to the graduate college for final approval</td>
</tr>
</tbody>
</table>

*Students and major professors must also complete the MGP Annual Progress Report, due by March 1st of each spring semester.*
### Appendix A: Guidelines for Satisfactory Academic Progress

#### Applied Master’s Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Recommended Milestones*</th>
</tr>
</thead>
</table>
| 1         | • Attend orientations (Graduate College, international, and MGP), as available  
           | • Complete Responsible Conduct of Research form via GradPath  
           | • Identify research area  
           | • Begin coursework and thesis research  
           | • Identify potential GAC members |
| 2         | • Form Graduate Advisory Committee (GAC)  
           | • Formulate and submit Plan of Study to Graduate College via GradPath  
           | • Continue coursework |
| 3         | • Identify research area, continue coursework  
           | • Complete Committee Appointment Form and submit via GradPath  
           | • Meet with GAC to evaluate research/coursework |
| 4         | • Complete coursework/research  
           | • Write project report and submit to GAC  
           | • Present seminar and defend MS project  
           | • Your PI will notify the graduate program coordinator upon completion of research, thesis and defense so that ACBS approval of degree completion can be sent to the graduate college for final approval |

*Students and major professors must also complete the MGP Annual Progress Report, due by March 1st of each spring semester.*
## Appendix A: Guidelines for Satisfactory Academic Progress

### Doctor of Philosophy Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Recommended Milestones*</th>
</tr>
</thead>
</table>
| 1        | • Attend orientations (Graduate College, international, and MGP) as available  
|          | • Complete Responsible Conduct of Research form via GradPath  
|          | • Identify research area  
|          | • Begin coursework/research  
|          | • Identify potential GAC members |
| 2        | • Form Graduate Advisory Committee (GAC)  
|          | • Continue coursework/research |
| 3        | • Continue coursework/research  
|          | • Formulate and submit Plan of Study to Graduate College |
| 4        | • Continue coursework/research  
|          | • Meet with GAC to evaluate progress  
|          | • Complete Comprehensive Exam Committee Appointment form via GradPath, followed by the Announcement of Doctoral Comprehensive Exam form  
|          | • Present research at seminar, ACBS 696a credit (if appropriate) |
| 5        | • Continue/complete coursework (if necessary) and research  
|          | • Begin preparing Dissertation Research Proposal  
|          | • Pass comprehensive doctoral examination  
|          | • Submit Doctoral Dissertation Committee Appointment form via GradPath as soon as comprehensive exams have been passed |
| 6        | • Complete coursework (if necessary) and research  
|          | • Complete Dissertation Research Proposal and submit to GAC  
|          | • Once the DRP is approved, submit Prospectus/Proposal Confirmation form via GradPath  
|          | • Meet with GAC to evaluate progress |
| 7/8+ | • Continue/complete research  
• Write dissertation and submit to GAC  
• Submit Announcement of Final Oral Defense to the Graduate College via GradPath and notify the Graduate Program Coordinator of your planned defense date  
• Present at seminar, ACBS 696a, and defend dissertation  
• Submit manuscripts (2) for publication as first author |

*Students and major professors must also complete the MGP Annual Progress Report, due by March 1st of each spring semester.*
Appendix B: GradPath: Forms and Procedures

GradPath is the Graduate College’s nearly paperless degree audit process that makes tracking and monitoring student progress much easier. Students are able to fill in and submit forms online through UAccess Student. Forms have some automatic checking built in that prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). There is also built-in logic to notify students when there is a problem with their forms, such as courses outside our time limit. Such messages include links to policy.

The automated workflow engine routes the electronic forms to everyone who needs to see or approve them - each approver is notified by email when a form is awaiting review and approval, with a link in the email to go straight to the form.

GradPath can be accessed through the UAccess online system on your homepage:
Student’s view in GradPath:

Each form has a description and general instructions. Prerequisite forms must be completed before a student can access additional forms. All forms can be saved so that a student can return to them for edits or corrections before submitting the final version.

Students must first confirm the Responsible Conduct of Research form. If the student has any transfer credit they would like applied to their UA graduate degree then they will need to submit a Transfer Credit form before those courses can be used on their Plan of Study. Both the Plan of Study form and the Comprehensive Exam Committee Appointment form must be approved before a doctoral student announces their oral comprehensive exam. The Prospectus Proposal form (generated automatically by GradPath and completed by your program coordinator) and the Doctoral Final Defense Committee Appointment form must be approved before a student may announce their final oral defense.

Once a student submits a form, it is routed for electronic approver. The approver then receives an e-mail notification that the form is waiting for them to view. The e-mail will include a link directly to the form and the approver must be logged in through WebAuth to open the form. This can be done by using a VPN connection if the approver is off campus.

Students can identify where their forms are in the routing process by looking at the Workflow Approval Path at the bottom of the form. The Workflow Approval
Path shows you where the form has been, the action taken, and where it’s going. If any approver denies your form, you will receive an e-mail notifying you, and you can open the form to see the message about why it was denied. When someone approves your form, it will route automatically to the next approver. A single approval step may require more than one person to approve (e.g. co-chairs of a committee), or a step may require one of several people to approve (e.g. at the Graduate College). Click on the blue link in any approval group to see more details regarding the person/people in the group.

If you have any questions about the process of using GradPath or which forms you should be completing then first contact your Program Coordinator, Kate Johansen at 621-3058 or millerk@email.arizona.edu. You may also contact your Degree Certification Officer within the Graduate College for any additional questions involving preparing for the completion of your degree: Mary Carroll at mcarroll@grad.arizona.edu or 621-3484.

**Forms not yet available on GradPath:**

- Graduate Petition
- Leave of Absence
- Change of Program
- Distribution Rights
- Undergraduate Enrollment in Graduate Courses
- Graduate Academic Renewal Request Form
- Comprehensive Exam Instructions
- Final Defense Instructions
- Dissertation Formatting Guide
- Thesis Formatting Guide
- Application for Advanced Status
- Special Member Request (for Graduate Coordinator use only)

The above forms can all be located on the Graduate College website at the following address: https://grad.arizona.edu/gcforms/academic-services-forms

The list of forms below can also be found on the Graduate College website: https://grad.arizona.edu/gcforms/financial-resources-forms

- English Speaking Proficiency Evaluation
- GA Parental Leave Request Form
Appendix C: The Faculty-Graduate Student Relationship

Mentoring is an essential part of graduate education. In fact, in many ways, mentoring is the “heart” of graduate education. The major advisor is a mentor that is responsible for ensuring the student becomes sophisticated in a discipline or field of study, is challenged intellectually, learns how to think critically and aspires to create new knowledge. In addition, the mentor is responsible for assisting the student in developing the interpersonal skills needed to succeed in the discipline. Mentoring is distinct from general advising because it involves a personal relationship. This relationship includes faculty acting as close, trusted, experienced guides and advocates. The nature of the mentorship relationship is different for each student and depends on experience, personal needs and background (e.g. age, gender, ethnicity, and culture). It recognizes that graduate school includes socialization to the values, norms, practices and attitudes of a discipline. Mentoring gradually transforms the student into a colleague. It produces opportunity and growth for both the mentor and the student.

The task of mentoring is multifaceted. “Mentors are advisors, people with career experience willing to share their knowledge; supporters, people who give emotional and moral encouragement; tutors, people who give specific feedback on one’s performance; information about and aid in obtaining opportunities; models, of identity, of the kind of person one should be to be an academic.” (Zelditch, M., 1990, “Mentor Roles” Proceedings of the 32nd Annual Meeting of the Western Association of Graduate Schools). These characteristics of mentors combine to provide a broad-based nurturing of the professional and personal development of the graduate student.

Early stages of a program of study require many decisions on the part of the student, so it is important that the counsel of a mentor be available from the very beginning. The mentor is expected to interact with the student on a regular basis, providing guidance, advice and intellectual challenge necessary for the student to complete his or her program. Mentoring is essential to student retention and the quality of the student’s program of study. Activities that are important components of the faculty-student mentoring relationships are discussed below. The activities described here are intended to be suggestions. They represent dimensions of a good mentoring program. However, in the final analysis, the role of the mentor as advisor, supporter, tutor, master, sponsor and model will be more than the sum of these activities and will be highly individualized.
Responsibilities of the Graduate Student

Take Charge of the Program of Study

The graduate student is an active part in the mentoring relationship. The student should keep in mind the responsibilities of the mentor and the Microbiology Graduate Program discussed above and at the same time takes final responsibility for tailoring his or her program of study. Thus, while seeking guidance from a mentor, the student should make sure the program of study meets his or her needs. The student should keep track of requirements and deadlines. In particular, the student should be well informed about the policies and procedures, which can be located using the Graduate College website. He or she should be self-motivated and take initiative to capitalize on education opportunities. It is important that the student strive to be as independent as possible, though recognizing that independence will increase over the course of the program of study. The student should consult often with student peers who have gone through the various stages of a program of study and seek options about the pros and cons of the various options available.

Appraise Mentor of Progress and Problems

Communication with the mentor is essential. The student should keep the mentor fully informed of his or her program status. It is important that the student tell the mentor as soon as problems arise. The student should be honest and open in sharing information. The mentor may have solutions for many of the student problems or know what resources are available to assist with problems.

Contribute Knowledge

Students tend to see themselves as on the receiving end in the mentoring relationship. It should be remembered, however, that the student has a great deal to offer to the mentor. The student should contribute to the knowledge base of the mentor, peers and program. The act of contributing will boost self-esteem, gain additional respect and stimulate the surrounding intellectual environment. Good mentors envision that their students will ultimately surpass them. Thus, good mentors welcome contributions from students and value them as indication of their success as teachers.

Seek Multiple Mentors

It is unlikely that one mentor can fulfill all of the student’s needs. Therefore, the student shall seek out multiple mentors during his or her program of study. These may be chosen to fulfill different intellectual needs, provide specific training opportunities in various skills (e.g. certain laboratory techniques), and obtain emotional support. The search for appropriate mentors need not be restricted to faculty members. Other graduate students can provide significant mentoring
experiences. Postdoctoral students, in particular, are often a rich resource for mentoring activities. Those outside of academia can also provide mentoring in areas ranging from career guidance to personal/family matters.

Change the Relationship if Necessary

For one reason or another, not every faculty-student mentoring relationship will be the best match. If the student believes the mentoring relationship is not satisfactory, then it may be appropriate to terminate the relationship and find another primary mentor. Before terminating a relationship, the student should try to have a close communication with the mentor and try to resolve differences. Failing this, the student should refer to the Grievance committee procedures outlined above. If the student continues to believe that the mentoring relationship is not satisfactory it may be beneficial, or even necessary, to seek another primary mentor. There are perfectly good reasons for the entire program of study to be under a single mentor. However, when a change in mentors may seem appropriate, the student should discuss it with the primary mentor and those who might assume the role as the new mentor.
Appendix D: Checklist for Finishing Doctoral Requirements

FROM SUBMISSION TO APPROVAL Checklist for Finishing Your Doctoral Requirements

1. Approval Page (before defense)
Use the sample at http://grad.arizona.edu/legacy/system/files/paper_Diss_Manual.pdf on pages 11 - 15 to prepare your approval page. Type the names of the members of your final committee – i.e. those who are actually participating in your defense. Use your defense date as the date for the signature lines.

1. Copy and insert this page into your dissertation file as pages 2-3. (Include typed names and dates only - no signatures.)
2. Print out one hard copy to take to the defense and get the signatures of all committee members. Deliver the signed page to Administration 316.

2. Submit Your Dissertation

2. Submit your dissertation via http://dissertations.umi.com/arizona. Your Graduate College degree counselor will do a format check and will e-mail you to let you know whether changes are needed. This e-mail will be sent to the account you use in the submission profile you establish – be sure to check the spam folder in case the message goes there.
3. Note: If you elect to copyright your work, the $65 fee for filing the copyright will be charged to your Bursar’s account.

3. Distribution Rights form

You can access this form on the Graduate College web site at (https://grad.arizona.edu/gcforms/sites/gcforms/files/page/distributionrights.pdf). This form should be signed and dated and submitted to the Graduate Student Academic Services office. Use the current date unless you are delaying release of your archived work to the public. You can bring the signed form to Administration 316 or fax it to (520) 621-4101.

4. Survey of Earned Doctorates (only for Ph.D and Ed.D candidates)

The ‘Survey of Earned Doctorates’ online survey should be completed when you submit your dissertation to the Graduate College. How to submit your Survey of Earned Doctorates:
1. Please go to https://sed.norc.org/survey and take the survey.
2. You will receive a PIN and password via email should you need to leave and return to the survey.

5. Graduate College Exit survey

Complete the Graduate College survey at https://grad.arizona.edu/gcforms/degree-certification/graduate-exit-survey. Once you have completed both Surveys, please be sure to notify your degree counselor.

Requests for Technical Help while Submitting Your Dissertation

The Graduate College can only help with formatting questions. Technical questions such as how to upload files, combine files, change page numbers, etc., should be addressed to OSCR – Office of Student Computing Resources at http://www.oscr.arizona.edu/. Should you have trouble converting WORD to PDF, please contact ProQuest (who maintain the submission site) at etdsupport@proquest.com.