GradPath User Guide

Introduction

GradPath is the system for creation, routing and approval of Graduate College degree certification forms. All forms that graduate students are required to submit to the Graduate College are in GradPath, replacing the paper forms that had been used previously.

How to access GradPath

Students

Students will enter GradPath using a link on the UAccess Student Center, the main page used by students. A student entering GradPath using this link will first open a “landing page” with information about GradPath and other topics of general interest. The Graduate College can also use this page to convey timely information to the graduate student population.
When the student proceeds from the landing page into the GradPath forms, he or she sees the “navigation page,” on which the set of required forms for their degree is listed. For each form the student has three buttons: View Current, Create New and Modify. Some forms have prerequisites, so they would not have a “live,” clickable button on the navigation page until the prerequisites have been met. (Example: To submit the doctoral defense committee appointment form, a student must have passed the oral comprehensive exam and have a Plan of Study filed.) The student can open and view any form he or she has created or submitted in GradPath – a saved form that was not submitted can be edited for submission. (The system recognizes which steps a student completed on paper, but those forms are not visible in GradPath.)
Navigation page:

NOTE: A student must complete and submit the Responsible Conduct of Research confirmation form in GradPath before any of the other required forms will be available. The RCR confirmation “self-approves” – it does not need to be routed for anyone to approve. As soon as a student completes the RCR form and submits it, he or she can return to the navigation page to access the other forms.

Please note that Masters students will not have all of the above forms; you will only need the following:

- Responsible Conduct of Research Statement (ASAP)
- Plan of Study (2nd year of study)
- Master's Specialist Committee Appointment Form (2nd year of study)
- Master's/Specialist Completion Confirmation (To be completed by Graduate Programs Manager at the end of final semester of study)

**YOU MUST COMPLETE ALL FORMS ON GRADPATH TO GRADUATE**