

Information for CTS Mentors

Thank you for mentoring a Clinical Translational Sciences (CTS) graduate student! This guide includes information about all required steps and fundamental responsibilities for CTS faculty mentors.

Table of Contents

1. Research Training and Guidance.....	1
2. Courses Overseen and Graded by Mentor	2
3. GradPath Forms to Report Required Student Information	3
4. Annual Progress Reports and Individual Development Plans.....	8
5. Financial Support for Students.....	10
6. Final Dissertation and Thesis Defenses.....	12
Appendix A - How to Post Student Grades in UAccess	20
Appendix B – Working with Students’ GradPath Forms.....	24

1. Research Training and Guidance

By agreeing to mentor a Clinical Translational Sciences graduate student, you are committing to providing sufficient and appropriate training to the student to enable them to define and complete an original translational research project as required for the Ph.D. dissertation or M.S. thesis. The training should include a grounding in the literature regarding the topic(s) the student will research, guidance in setting up an experiment to examine a worthwhile hypothesis-driven research question and instruction in all techniques, assays and/or procedures the student must learn to complete the dissertation or thesis project.

You may provide in-person training to the student or assign another member or members of your research team to do so. If training is delegated to other members of the research team, you are responsible as the student’s mentor for ensuring they are receiving appropriate and sufficient training in a manner that enables the student to learn the needed information. A CTS student’s mentor should have regular contact with the student, ideally in regularly scheduled

individual meetings (in person, by phone or online), to keep track of the student's learning, the progress of their research, and any resources or further training the student needs to accomplish their research goals. The CTS program recommends a mentor meet with their CTS student weekly if possible, but no less frequently than every other week. A CTS mentor can expect a student to contribute to the work of the research team and its overall research portfolio, but should also ensure the student has a project of suitable scope to work on individually or as the lead researcher for the dissertation or thesis and sufficient time to devote to advancing their own project.

2. Courses Overseen and Graded by Mentor

Each CTS faculty mentor has an individual section available in the four individual-studies CTS courses: CTS 900 (Research), CTS 910 (Thesis), CTS 920 (Dissertation) and CTS 585 (Individualized Scientific Writing). Students or mentors may request enrollment in any of these courses from the CTS Director of Graduate Affairs, who will enroll the student as requested; a student cannot self-enroll in any of these courses.

Here are details about these CTS courses:

- **CTS 900 (Research):** This course is used to grant academic credit to a CTS student for research activities and training that are not specific to the dissertation or thesis. A CTS student can use CTS 900 as an elective; it is not required for either the Ph.D. or M.S., nor does it satisfy any specific CTS curricular requirement. CTS 900 is available for 1-9 units/semester; 1 unit represents about 3 hours/week of research activity over the course of the semester. Grades for CTS 900 are S (superior), P (pass) or F (fail); none of these grades factor into the student's GPA. CTS 900 units are distinct from and do not substitute for the Thesis or Dissertation units the student is required to complete.
- **CTS 910 (Thesis):** Once the mentor of an M.S. student confirms the student has selected a project for the final thesis and is beginning the work on it, the student may enroll in CTS 910. Enrollment in CTS 910 is appropriate for the student's preliminary experiments and review of literature specific to the thesis topic, research activity toward completion of the thesis project itself, and preparation of the written thesis. The M.S. requires a total of 6 units of CTS 910 (in addition to at least 24 units of non-thesis coursework). A student can be enrolled for 1-9 units of CTS 910 per semester (or in Summer or Winter term); 1 unit normally represents about 3 hours/week of thesis research or time spent preparing the thesis document. The required 6 units of CTS 910 may be taken all in one semester/term or split as needed across semesters/terms. Grades for CTS 910 are S (superior), P (pass) or F (fail), none of which factor into the GPA.

- **CTS 920 (Dissertation):** Once the mentor of a Ph.D. student confirms the student has selected a project for the final dissertation and is beginning the work on it, the student may enroll in CTS 920. Enrollment in CTS 920 is appropriate for the student's preliminary experiments and review of literature specific to the dissertation topic, research activity toward completion of the dissertation project itself, and preparation of the written dissertation. The Ph.D. requires a total of 18 units of CTS 920 (in addition to 36 units of coursework for the major and at least 9 units for the minor). A student can be enrolled for 1-9 units of CTS 920 per semester; 1 unit normally represents about 3 hours/week of dissertation research or time spent preparing the dissertation document. The 18 required units of CTS 920 may be split across two or more semesters/terms as needed. Grades for CTS 920 are S (superior), P (pass) or F (fail), none of which factor into the GPA.
- **CTS 585 (Individualized Scientific Writing):** Many CTS students use CTS 585 as one of the courses to satisfy their professional development coursework requirement for either the Ph.D. or M.S. A student can be enrolled in CTS 585 when they are ready to prepare a manuscript or similar piece of formal scientific writing (other than the dissertation or thesis or the Ph.D. comprehensive exam, though work on a manuscript to be used as part of the thesis or dissertation is acceptable). The student meets with the mentor at least weekly to receive the mentor's feedback and guidance on their writing. Completion of the course requires completion of the manuscript or other writing project. Grades for CTS 585 are S (superior), P (pass) or F (fail), none of which factor into the GPA.

The mentor will post the student's grade for any of these courses at the end of the semester. For instructions about how to post a student's grades in UAccess, please see [Appendix A](#).

3. GradPath Forms to Report Required Student Information

Graduate students are required to report specific information in GradPath, the online forms system maintained by the Graduate College. These forms are requirements to earn the degree, as the Graduate College will not award the student's degree without the needed information. Some of these forms require approval and/or submission of information by the mentor. A mentor who does not already have the needed permissions to be selected by the student as advisor/Chair and to review and approve forms in GradPath may be asked by the CTS Director of Graduate Affairs to take preliminary steps needed so that the permissions can be requested (i.e. the FERPA training and UAccess User Access Agreement).

As a CTS student's advisor and Chair of their advisory committee, you will be asked to approve forms the student submits in GradPath, and for a Ph.D. student you will report (on behalf of the

full committee) the results of the comprehensive examination and the final dissertation defense.

When your student's GradPath form is routed to you for approval or other action, you will receive a notification e-mail from the address GradPathForms@grad.arizona.edu. The e-mail will identify the student and pending form and will include a link you can use to open the form (with your standard UA NetID log-in) to provide any needed information and your decision to approve or deny the form. (Note that GradPath e-mails are flagged by some e-mail systems as spam and may not appear in your inbox.) Alternatively, you can find any GradPath forms pending your action/approval by logging into your UAccess Instructor Center (from <https://uaccess.arizona.edu/>), then clicking the link for "UA GradPath Dashboard" at the upper right.

The mentor approves or takes action on the following forms in GradPath:

a) **Plan of Study**

The student uses the Plan of Study to report the full list of courses they will use to satisfy the coursework and unit requirements for their degree (M.S. or Ph.D.). The courses included on the Plan of Study must satisfy both the CTS curricular requirements and the overall unit requirements of the Graduate College. The specific CTS curricular requirements for the [Ph.D.](#) and [M.S.](#) may be found on the CTS website; the general Graduate College requirements for the [Ph.D.](#) and [M.S.](#) are found on their website.) The CTS Director of Graduate Affairs reviews the Plan of Study before it reaches you and will only approve it if it satisfies all CTS and Graduate College requirements. The role of the mentor is to academically advise the student regarding:

- Selection of elective courses beyond the courses required to satisfy the CTS curricular requirements. The student may count any graduate courses toward their degree that they and their mentor agree are beneficial (i.e. courses with any prefix at the 500- or 600-level). These may include graduate courses transferred from the student's previous studies at another university if you agree the student may use them (within the limits in Graduate College policy).
- Choice of seminar and/or journal club courses best suited to the student's interests. A CTS student may use CTS seminar/journal club courses or those offered by any other graduate program to satisfy the seminar/journal club requirement for the degree (2 total enrollments for the M.S.; 4 total enrollments for the Ph.D.).

- *Ph.D. students only:* Choice of a doctoral minor. A CTS Ph.D. student may declare a minor offered by another graduate program (presuming the courses that minor requires are available to the student, if in Phoenix) or a CTS minor. Outside minors determine their own specific course requirements (9 or more units), as well as whether the student must complete a separate written comprehensive exam for the minor and/or include members of the minor program's faculty on their advisory committee. The available graduate minors and their requirements may be found in the [University Catalog](#). The Plan of Study for a Ph.D. student declaring an outside minor will require approval by the minor advisor the student selects as well as the Director of Graduate Studies for the program offering the minor. For a CTS minor, the student and mentor propose a minor covering a distinct topic or area and the courses (min. 9 units, CTS or other prefix) that will complete the minor using the "Proposal for CTS Doctoral Minor" [form](#); if the CTS Co-Directors approve the proposal, the student may declare CTS as their minor on the Plan of Study using the courses on the approved proposal.

b) Comp Exam Committee Appointment [Ph.D. students only]

Before beginning the comprehensive exam process, a Ph.D. student must have their committee approved by their mentor (who serves as either Chair or Co-Chair), CTS and the Graduate College. The committee must meet the standard in the Graduate College's [policy](#): at least 4 total members, of whom the Chair and 2 other members must hold Graduate Faculty status. (The CTS Director of Graduate Affairs will check the committee before it reaches you for approval to ensure it meets these requirements.) The mentor should ensure that the committee reported by the student in GradPath has sufficient and appropriate expertise to examine the student on both the major (including the student's proposed research project) and the declared minor. A full step-by-step outline of the CTS comprehensive examination process is available in the "CTS Ph.D. Comprehensive Examination Procedure" document available on the [CTS website](#).

c) Announcement of Doctoral Comprehensive Exam [Ph.D. students only]

A Ph.D. student must pass the CTS written comprehensive examination – and any written exam required for the minor – before sitting for the oral comprehensive exam. When the student has passed the written exam and has scheduled the oral exam with the committee, the student submits the Announcement of Doctoral Comprehensive Exam form to schedule the oral exam (with date, time and either building/room or notated as an online/Zoom exam). Final approval of the Announcement form by the Graduate College creates the Results of Comprehensive Exam form (see below) and

assigns it to the mentor, i.e. the Chair of the committee, to report the results on behalf of the committee.

d) Results of Comprehensive Exam [Ph.D. students only]

As Chair of your student's committee, you will submit this form to confirm that the student passed their written comprehensive exam(s) and to report the number of Pass, Fail and Abstain votes from the committee members and exam result following the oral comprehensive examination. (More than one Fail and/or Abstain vote will result in a failed exam.) The other committee members do not need to take any action, but will receive a link to view the results you report, which will route to the Graduate College for acceptance. Once the student's Announcement of Doctoral Comprehensive Exam form (see above) receives final approval from the Graduate College, you will receive a GradPath e-mail with the link to open the Results of Comprehensive Exam form to report the result after the oral exam; alternatively you can find the form by logging into your [UAccess](#) Instructor Center and clicking the link at upper right for "UA GradPath Dashboard."

- *Doctoral candidacy:* When the Graduate College receives the report of a passed comprehensive exam (written and oral), they check whether the student has completed all coursework on the Plan of Study (excluding dissertation units). If/when the student has completed their required coursework, the Graduate College notifies the student they have advanced to doctoral candidacy. A Ph.D. student is expected to advance to candidacy at least 3 months before they defend their dissertation.
- If a student fails the oral comprehensive examination, they may re-take it once with the approval of the committee (again scheduling the exam with a new Announcement of Doctoral Comprehensive Exam form in GradPath). A student who fails the second attempt at the oral comprehensive examination (or who fails the initial oral exam and is not offered a re-take by their committee) is terminated from the Ph.D. program per the [policy](#) of the Graduate College.

e) Dissertation Committee Appointment [Ph.D. students only]

Following completion of the comprehensive exam, the student submits this form to have their final dissertation committee approved. The committee reported must meet the standard in the Graduate College's [policy](#); it may be the same as the student's comprehensive exam committee or different, as long as there are at least 3 Graduate Faculty members (including you as the Chair). The dissertation committee must be approved by the minor program's Director of Graduate Studies (to confirm the student completed minor requirements), the faculty mentor (as Chair of the committee), CTS

and the Graduate College. (The CTS Director of Graduate Affairs will check the committee before it reaches you for approval to ensure it is valid under Graduate College policy.)

f) Prospectus/Proposal Confirmation [*No direct action needed in GradPath*]

When the student's dissertation committee has been approved, and they have accepted the student's dissertation proposal, you or the student need to send a copy of the approved proposal to CTS at CTSupport@email.arizona.edu. The CTS Director of Graduate Affairs will then report to the Graduate College in GradPath that the program has the approved proposal on file. (This is a prerequisite for the student submitting the Announcement of Final Oral Defense form – see below.)

g) Announcement of Final Oral Defense [**Ph.D. students only**]

Once the student has completed the dissertation project, they will prepare the draft dissertation. When the committee agrees the student is ready to defend, the student schedules the dissertation defense at a mutually agreed time using the Announcement of Final Oral Defense form in GradPath. (All members of the approved dissertation committee must be available to participate in the full defense proceedings as scheduled, including any committee members who participate via Zoom.) The form specifies the date, time and either the building/room where the defense will take place, or online/Zoom if appropriate. The committee should review the draft dissertation prior to the defense; the student should provide the draft to the committee members well enough in advance of their defense date to allow them time to review it.

CTS announces the student's defense in advance to all CTS graduate students and faculty, and the Graduate College places a notice on the University's master calendar so that anyone interested can hear the student's presentation of their research. (Note that only the student's presentation of their work is open to the public; the subsequent defense before the committee, as well as the committee's private deliberations, are not public.) The Announcement in GradPath requires approval from you as the Chair (or Co-Chair) of the committee and from CTS and the Graduate College. When the Graduate College approves the Announcement, the Results of Final Oral Defense form will be created and assigned to you as Chair to report the defense result on behalf of the committee (see next section below). [Instructions for the dissertation defense process itself may be found in section 6 of this document below.]

h) Results of Final Oral Defense [**Ph.D. students only**]

As Chair of your student's committee, you will report the number of Pass, Fail and Abstain votes from the committee members following the student's dissertation defense. (One Fail and/or Abstain vote in a 3-person committee or two in a larger committee will result in a failed defense.) The other committee members will receive a link to view the results you report, which will route to the Graduate College for acceptance. If the defense result determined by the committee is Pass with Revisions (rather than a straight Pass), you as Chair will determine – with input from the committee if needed – when the student's revisions are complete and the dissertation has received final committee approval and will report the final approval to the Graduate College by e-mail.

Note: When the student has successfully defended the dissertation and has completed any post-defense revisions to the committee's satisfaction to earn their final approval of the dissertation, their final requirement will be to submit the dissertation to the Graduate College for archiving. The submission must be made by the [deadline](#) for the graduation term in question. If necessary, a student may extend their program for an additional term or semester following the defense in order to complete needed dissertation revisions for final committee approval following the defense and prior to the final submission.

Grant Application Requirement: There is one other requirement for the CTS Ph.D. that is not reported in GradPath. Each student is required to complete all student portions of a suitable grant application as would be required to submit it in pursuit of research support. (CTS does not require the application be submitted, but strongly encourages it for any student who does not already have an established source of funding other than their mentor.) As mentor, you should confirm completion of this requirement to CTS by e-mail to CTSupport@email.arizona.edu. The grant application requirement must be satisfied before CTS will approve scheduling of the student's dissertation defense. Note that in most cases, the student will expand the research proposal submitted for the written comprehensive examination for the required full grant application. For any questions about what will satisfy this requirement, please contact CTS at CTSupport@email.arizona.edu.

4. Annual Progress Reports and Individual Development Plans

Ph.D. Annual Progress Reports

At the end of each academic year, no later than June 1, each CTS Ph.D. student is required to complete an annual progress report. The progress report is prepared using the template available on the CTS [website](#), which asks the student to report the following information:

- The student's declared minor;
- Dates when written/oral comprehensive examination were or will be completed;
- Names of advisory committee members;
- Working title of dissertation and expected graduation term (if determined);
- Courses completed during academic year;
- All papers and abstracts published;
- Honors, awards and/or funding applied for or received;
- Meetings attended, including oral and poster presentations;
- Summary of research progress; and
- Plans for the coming year.

The mentor must approve the student's report, certifying its accuracy, and is also expected to provide written feedback on the student's progress, accomplishments and challenges.

The annual progress reports are reviewed by the CTS Executive Committee (i.e. the program's Co-Directors, and Director of Graduate Affairs), who then provide their feedback on the student's activities and progress in a letter sent to the student (with copy to the mentor).

Individual Development Plans (Ph.D. and M.S.)

By October 1 of each year, every CTS student is expected to complete an Individual Development Plan and discuss it with their faculty mentor. This requirement applies to both Ph.D. students and M.S. students, including those newly admitted to the program. The Individual Development Plan is meant to help students identify the training, skills and experiences they need to prepare them for their careers as translational researchers. The student completes the Individual Development Plan (IDP) form appropriate for the degree they are seeking and (for Ph.D. students) their current year in the program. The IDP forms are available on the CTS [website](#).

Each IDP form asks the student to consider and provide feedback about:

- Their goals in seeking the graduate degree and the factors that are important to them in terms of mentoring, the lab or research group in which they work and the support they feel they need to achieve their goals;
- Their current skill level in a variety of areas and the skills they want to target for improvement that year; and

- An action plan for the coming year to ensure they will make progress in the areas they have identified as important.

The faculty mentor should meet with the student to discuss their IDP – either to help the student prepare it or to review the form the student has completed. Once the student and mentor are satisfied with the IDP, the mentor signs to approve it, and the student submits a copy to CTS to confirm it has been completed. Unlike the Ph.D. annual progress report, students' IDP's are not formally reviewed by the CTS program, nor does the program send an official response to the student or mentor.

5. Financial Support for Students

The CTS program normally offers one year (two semesters) of financial support to a newly admitted Ph.D. student assuming sufficient funds are available. All other CTS students (including all M.S. students) either rely on funding from their faculty mentor or must fund their own program using personal funds or support from other means (scholarships/fellowships offered by the Graduate College or other University units; extramural funding via scholarship, fellowship or grant; or a staff position providing the Qualified Tuition Reduction benefit). Most Ph.D. students have an expectation that the mentor they select will provide them with funding. Some M.S. students also need a mentor who can fund them in order to afford to complete the program. So it is important to discuss this matter at the time you agree to mentor the student.

Graduate Research Assistantship support

The preferred mechanism for supporting a CTS student is to hire them as a Graduate Research Assistant (GRA). Graduate Assistantships are administered by the Graduate College using the fiscal account(s) provided by the mentor as the source of the support. A student who is supported as a GRA is hired at either 0.5 FTE or 0.25 FTE; i.e. half-time or quarter-time, respectively. (It is also possible to appoint a GRA at 0.33 or 0.66 FTE, though these are rarely used.) A funded CTS student in Phoenix is supported as a GRA at 0.5 FTE as the standard means of support by agreement of the College of Medicine-Phoenix faculty. GRA support is available to either domestic or international students (though an international student may not be appointed at 0.66 FTE). The Graduate College's policies on graduate assistantships are found in their [GA manual](#). The work for which a GRA is compensated includes both the research activities the student is undertaking for their own training and/or their dissertation or thesis project and other work to assist with the research portfolio of the mentor and their research team.

The costs of hiring a student as a GRA include the salary paid to the student, ERE (i.e. benefits) based on a percentage of the salary, and full or partial payment of the student's tuition. Note

that any student hired as a GRA has their tuition calculated at the Arizona resident rate rather than at the much higher non-resident rate, so this greatly reduces the overall tuition charged to a student from another state or an international student. (Although tuition rates are subject to change each academic year, Arizona resident tuition is consistently less than half the rate charged to non-residents.)

If you hire a student as a GRA at 0.5 FTE, you will pay their salary and ERE, plus 100% of their Fall and Spring semester tuition (at the resident rate). For a 0.25 FTE GRA, you will pay the salary, ERE and 50% of the student's tuition (at the resident rate); the student will then have to pay the other 50% of the tuition. The [CTS Director of Graduate Affairs](#) can provide a specific breakdown of the costs for a GRA appointment under consideration.

a) Costs

Salary: The salary offered to a GRA should match or exceed the level of their previous support, if any – i.e. if you are assuming funding for a student who has previously been supported by the CTS program as a GRA, the salary you offer should be at least as much as they had already been receiving. The mentor of a CTS student in Tucson who has not previously been supported must offer a GRA salary at least equivalent to the [minimum salary/stipend](#) set by the Graduate College.

COM-Phoenix mentors: Please note that the research faculty at COM-Phoenix have agreed to a standard annualized salary for all GRA's, which the CTS Director of Graduate Affairs can provide; for 2025-26 this annualized salary is \$66,000, yielding an actual salary equivalent to \$33,000 over 12 months for a 0.5 FTE GRA. A Phoenix Ph.D. student supported as a GRA receives an increase of \$2,000 to their actual salary after they pass the comprehensive examination.

A CTS student supported as a GRA should ideally be appointed on a fiscal year basis, including continued pay during the Summer and Winter terms, if possible; this is required as standard support for CTS GRA's in Phoenix.

ERE: The ERE rate for a GRA is far lower than for a University faculty or staff member. The rate is subject to change annually; for 2025-26 the ERE rate for GRA's is 13.0%. Current ERE rates for Graduate Assistants and other classes of employee may be found on the [Financial Services website](#).

Tuition Remission: When you hire a student as a GRA, the proportion of their tuition that you pay will depend on their FTE level. In all cases, the tuition is calculated at the Arizona resident rate, even if the student is from outside Arizona or is international. Tuition rates are subject to change and are set by the Arizona Board of Regents in

April of each year for the coming academic year. (Current tuition rates can be found on the Bursar's [website](#) – the selections for a CTS student would be the semester of interest, Main campus as the home campus of CTS, Graduate career, student's admission term, no college or program fee, and Arizona domicile status.) Note that a student supported as a GRA must enroll in at least 6 units per semester.

If you hire a student as a 0.5 FTE GRA, you will pay 100% of their tuition for the Fall and Spring semesters. (Neither Summer nor Winter tuition are paid as part of the cost of supporting a GRA; if the student elects to enroll in Summer or Winter courses, they must pay their own tuition.) For a 0.25 FTE GRA, you will pay 50% of the tuition, and the student will be required to pay the other 50%. The mandatory student fees charged to a student are not paid as a benefit of a GRA appointment, so the student is responsible for paying those (typically about \$30 to \$70 per semester).

Any student hired as a GRA may enroll in the student health insurance plan offered through the Campus Health office, and the premium will be paid for them as a benefit of their GRA. The mentor does not pay this cost.

b) GRA Hiring

Most faculty mentors ask their home department or unit's business office to process the hiring of a CTS student as a GRA. If the mentor/department prefers, the CTS program is happy to handle the hiring process on their behalf (and using the account number provided by the mentor for payment of the GRA costs). *Even if the mentor/department process the GRA hire themselves*, CTS asks that the mentor/department provide information about the GRA support being offered to the student on the **CTS GRA Student/Faculty Funding Form**. For any questions about this form or the GRA hiring process, the mentor/department should contact the [CTS Administrative Affairs Coordinator](#).

QTR benefit for UA staff

If a CTS student is employed in a benefits-eligible UA staff position, they can use the Qualified Tuition Reduction (QTR) benefit to reduce the cost of their tuition to a flat fee of \$25 per semester, regardless of the number of classes or units enrolled. The student must apply to use QTR each semester or term; instructions and deadlines for applying are found on the Human Resources [website](#). *Note that a student may not be hired into a University staff position for the purpose of providing them with QTR.*

6. Final Dissertation and Thesis Defenses

A. The Ph.D. dissertation defense process

i. Preliminary steps prior to defense

A CTS Ph.D. student may schedule their dissertation defense with their dissertation committee once they have:

- Completed all required courses as listed on the approved Plan of Study in GradPath and completed or enrolled in the required 18 dissertation units;
- Been advanced to doctoral candidacy by the Graduate College following successful completion of the written and oral comprehensive examination and all non-dissertation coursework (at least three months prior to the dissertation defense);
- Completed a full grant or fellowship application as detailed in the [CTS Graduate Program Handbook](#);
- Formed their dissertation committee and had it approved in GradPath;
- Received approval of their dissertation proposal by the dissertation committee and provided a copy to CTS, who submit confirmation of the approved proposal in GradPath;
- Completed the dissertation research project and written the final pre-defense draft of the dissertation; and
- Received the approval of the mentor and dissertation committee to schedule the defense.

The student and committee may meet in person for the dissertation defense, convene via Zoom, or any combination. Whether attending the defense in person or online, all members of the committee must participate throughout the defense process. CTS can assist with reserving a room for the defense if the student needs assistance.

Once the student has set the date and time for the defense and has a room reserved or has agreed with the committee to defend via Zoom, the student must submit the Announcement of Final Oral Defense form in GradPath to formally schedule the defense with the Graduate College. The mentor, as Chair of the committee, must approve the Announcement in GradPath when it routes to them for approval. When the Announcement receives final approval from the Graduate College, the Results of Final Oral Defense form will be created in GradPath and assigned to the mentor (i.e. Chair) to report the defense result on behalf of the committee.

At least a week before the dissertation defense, the student should provide to CTS their dissertation title, date and time of the defense, location of the defense (building/room or just via Zoom) and a headshot if they wish to include one. The CTS program distributes an announcement of the student's upcoming defense to all CTS students and faculty so that any who are interested can attend in person or via Zoom to hear the student's public

presentation of their dissertation research. The CTS program will schedule a Zoom call for the defense unless the student has already done so; the Zoom link is provided to any CTS students or faculty who request it (and can also be used by the student to invite any guests they want to have join the defense to hear their presentation).

ii. The defense procedure:

The mentor/dissertation director presides over the examination. The initial seminar portion during which the student presents their dissertation research and entertains questions is open to the public (in person if defense is held on campus and via Zoom). At the discretion of the mentor, questions from in-person and Zoom attendees may be allowed, after which the guests are asked to leave the room and Zoom call.

The public presentation of the candidate's dissertation research is followed by a closed session with just the committee and the candidate in which the committee may ask the candidate any questions regarding their dissertation research and the candidate's written dissertation.

The committee then deliberates in private, closed to both the public and the defending student. After discussing the candidate's dissertation and presentation of the research, the committee votes on whether the candidate has passed their defense. The vote is traditionally by secret ballot, and each member of the committee may vote to Pass, Fail or Abstain. By Graduate College policy, a 3-member dissertation committee must vote unanimously to Pass the candidate; any Fail or Abstain vote constitutes a failed defense. On a committee of 4 or more members, more than 1 Fail or Abstain vote will constitute a failed defense. If the committee decides the candidate has passed the defense, they must agree whether the candidate needs to complete any final revisions to the written dissertation before gaining the committee's final approval (Pass with Revisions) or if the dissertation is approved as presented in writing to the committee prior to the defense (Pass). If the decision is a Pass with Revisions, the committee should decide whether all committee members will review and approve the revised dissertation, or if they are delegating that to the Chair (i.e. the student's faculty mentor); the committee may also set a deadline by which the student must complete the requested revisions.

The committee then reconvenes with the student to inform them of the defense result (Pass, Pass with Revisions, or Fail). If the committee requires the student to complete post-defense revisions, they should provide the needed revisions in writing as soon as possible so the student will have a clear record of what is required. If the committee requires revisions, they must be completed in a timely manner, meeting any deadline set by the committee, but not to exceed one year at most. If the revisions are not completed

by the Graduate College's dissertation [submission deadline](#) for the semester or term when the student defends, the student will graduate in the semester/term when the revisions are complete and approved with the approved dissertation submitted by the deadline; extension of the program into a new Fall or Spring semester will require the student to enroll for at least 1 unit in that semester. (Note that revisions may be completed in Summer or Winter term without further enrollment as long as the student meets the Graduate College's submission deadline for that term.)

The Chair of the dissertation committee (i.e. the student's faculty mentor) will have the Results of Final Oral Defense form assigned to them in GradPath to report the result of the defense (and vote count) on behalf of the committee. The Results of Final Oral Defense form can be opened in one of two ways:

- Using the link in the notification e-mail sent from GradPathForms@grad.arizona.edu when the student's Announcement of Final Oral Defense form was approved; or
- By logging into the UAccess Instructor Center at <https://uaccess.arizona.edu/>, clicking the link at upper right for "UA GradPath Dashboard," then clicking the student's name on the tab that opens.

If the Chair reports a Pass with Revisions on the GradPath Results of Final Oral Defense form, he or she will then need to send an e-mail to the Graduate College degree counselor to confirm the committee's final approval of the candidate's dissertation once the revisions are completed and accepted. An initial report of a straight Pass or the e-mail confirming revisions were completed for final dissertation approval allow the Graduate College to accept the candidate's submission of the dissertation for archiving to complete the Ph.D. requirements for the final degree award.

iii. Dissertation approval page

The members of the dissertation committee should add their signatures to the candidate's dissertation approval page either following the defense or once the student completes any requested revisions to the dissertation. The approval page is normally routed online using a [workflow](#) established by the Graduate College in Adobe Sign. (Note that none of the committee members needs to have an Adobe account to use this workflow.) Either the CTS Director of Graduate Affairs or the candidate will initiate routing of the approval page either before or immediately after the candidate's defense, and instructions for signing it will be provided to all committee members by e-mail. If the candidate and committee prefer, the candidate may circulate a single paper copy of the approval page for the committee's signatures in lieu of the online workflow.

In the case of a Pass with Revisions at the defense, the committee members may either sign the approval page right away or withhold their signatures until the revisions have been completed. There is no harm in signing the approval page right away, as the Chair will need to confirm final approval of the dissertation before the Graduate College will accept it from the student for archiving and make the final degree award.

iv. Dissertation submission for archiving:

The deadline the candidate must meet for graduation in a particular semester or term is for online submission of the final, approved dissertation for archiving in the University Repository. These [deadlines](#) are set by the Graduate College, and are generally a couple of weeks before the end of Fall or Spring semester and may be at or near the end of either Summer or Winter term. It is helpful if the committee is aware of the candidate's submission deadline if they ask the candidate to make revisions following the defense before granting final approval to the dissertation. The committee should endeavor to accommodate the candidate's plans to meet their submission deadline if possible by promptly reviewing the dissertation revisions the student completes if any are requested following the defense.

B. The M.S. thesis defense process

i. Preliminary steps prior to defense

A CTS M.S. student may schedule their thesis defense once they have:

- Had both their Plan of Study and Master's Committee Appointment form approved in GradPath.
- Completed or enrolled in all courses and thesis units listed on the approved Plan of Study.
- Completed the thesis research project and written the final pre-defense draft of the thesis; and
- Received the approval of the mentor and thesis committee to schedule the defense.

The student and thesis committee may meet in person for the thesis defense, convene via Zoom, or any combination. Whether attending the defense in person or online, all members of the committee must participate throughout the defense process. The student should inform CTS when the thesis defense has been scheduled. CTS can assist with reserving a room for the defense if the student needs assistance. The student provides the final draft of the thesis to their committee for review as far in advance of the defense as the committee requests.

At least a week before the thesis defense, the student should provide to CTS their thesis title, date and time of the defense, location of the defense (building/room or just via

Zoom) and a headshot if they wish to include one. The CTS program distributes an announcement of the student's upcoming defense to all CTS students and faculty so that any who are interested can attend in person or via Zoom to hear the student's public presentation of their thesis research.

ii. The defense procedure:

The student's mentor, as Chair of the thesis committee, presides over the thesis defense. The initial seminar portion during which the student presents their thesis research and entertains questions is open to the public (in person if defense is held on campus and via Zoom). This is followed by a closed session with just the committee and the student in which the committee may ask the student any questions regarding their thesis research and the student's written thesis.

The committee then deliberates in private, closed to both the public and the defending student. After discussing the student's thesis and presentation of the research, the committee votes on whether the student has passed their defense. The vote is traditionally by secret ballot, and each member of the committee may vote to Pass, Fail or Abstain. By Graduate College policy, a 3-member thesis committee must vote unanimously to Pass the student; any Fail or Abstain vote constitutes a failed defense. On a committee of 4 or more members, more than 1 Fail or Abstain vote will constitute a failed defense. If the committee decides the student has passed the defense, they must agree whether the student needs to complete any final revisions to the written thesis before gaining the committee's final approval (Pass with Revisions) or if the thesis is approved as presented in writing to the committee prior to the defense (Pass). If the decision is a Pass with Revisions, the committee should decide whether all committee members will review and approve the revised thesis, or if they are delegating that to the Chair (i.e. the student's faculty mentor).

The committee then reconvenes with the student to inform them of the defense result (Pass, Pass with Revisions, or Fail). If the committee requires the student to complete post-defense revisions, they should provide the needed revisions in writing as soon as possible so the student will have a clear record of what is required. If the committee requires revisions, they must be completed in a timely manner, not to exceed one year. If the revisions are not completed by the Graduate College's thesis [submission deadline](#) for the term when the student defends, the student will graduate in the semester or term when the revisions are complete and approved and the approved thesis is submitted by that term's deadline; extension of the program into a new Fall or Spring semester will require the student to enroll for at least 1 unit in that semester. (Note that revisions may

be completed in Summer or Winter term without further enrollment as long as the student meets the Graduate College's submission deadline for that term.)

Unlike a dissertation defense, there is not a form in GradPath on which the Chair reports the thesis defense result. The Chair should report the result of the thesis defense (Pass, Pass with Revisions, or Fail) to CTS by e-mail directly following the conclusion of the defense; the e-mail should be sent to the program's CTSupport@arizona.edu e-mail address and/or to the [CTS Director of Graduate Affairs](#). If the result of the defense is Pass with Revisions, the Chair must also confirm by e-mail to the CTS program e-mail and/or the CTS Director of Graduate Affairs when the thesis committee has granted final approval upon acceptance of the completed revisions. When either the initial straight Pass or the final thesis approval has been reported to CTS, the CTS Director of Graduate Affairs will report to the Graduate College in GradPath that the student has completed all requirements for the M.S. degree. This will allow the Graduate College to accept the student's thesis submission for archiving and to make the final M.S. degree award.

iii. Thesis Approval Page:

The members of the thesis committee should add their signatures to the student's thesis approval page either following the defense or once the student completes any requested revisions to the thesis. The approval page is normally routed online using a workflow established by the Graduate College in Adobe Sign. (Note that none of the committee members needs to have an Adobe account to use this workflow.) Either the CTS Director of Graduate Affairs or the student will initiate routing of the approval page either before or immediately after the student's defense, and instructions for signing it will be provided to all committee members by e-mail. If the student and committee prefer, the student may circulate a single paper copy of the approval page for the committee's signatures in lieu of the online workflow.

In the case of a Pass with Revisions at the thesis defense, the committee members may either sign the approval page right away or withhold their signatures until the revisions have been completed. There is no harm in signing the approval page right away, as the Chair will need to confirm final approval of the thesis to CTS before the program reports in GradPath that the student has completed requirements for their M.S., allowing the Graduate College to accept the student's submission of their thesis for archiving and make the final degree award.

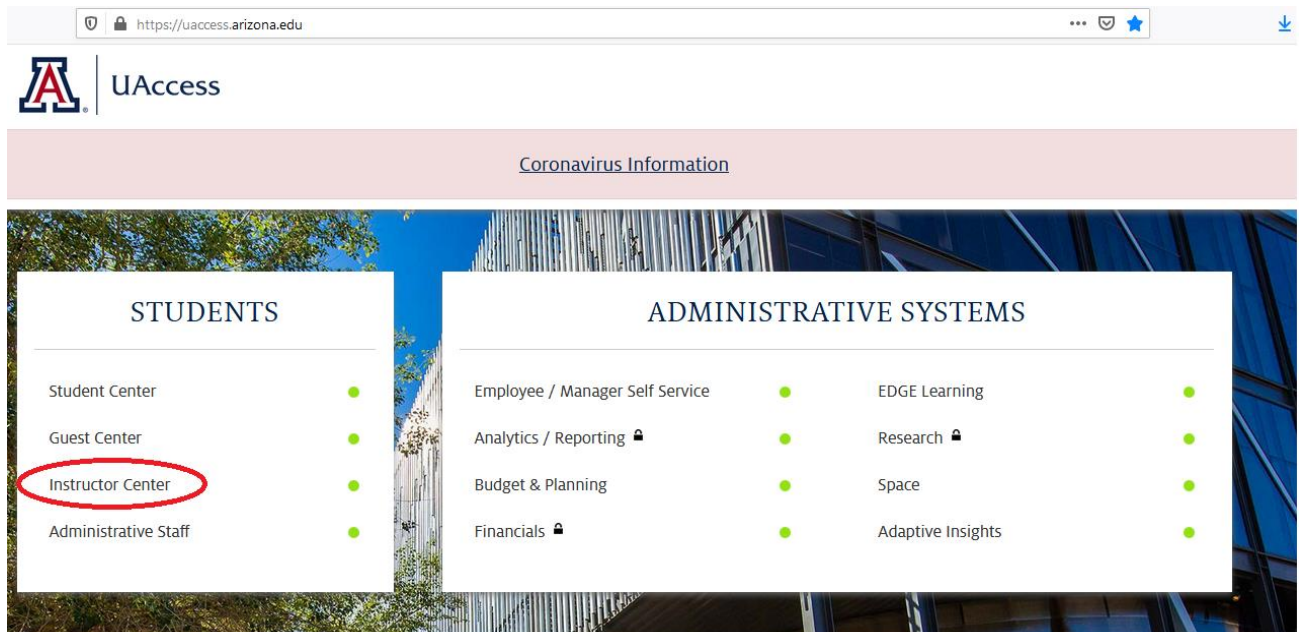
iv. Thesis submission for archiving:

The deadline the student must meet for graduation in a particular semester or term is for online submission of the final, approved thesis for archiving in the University Repository

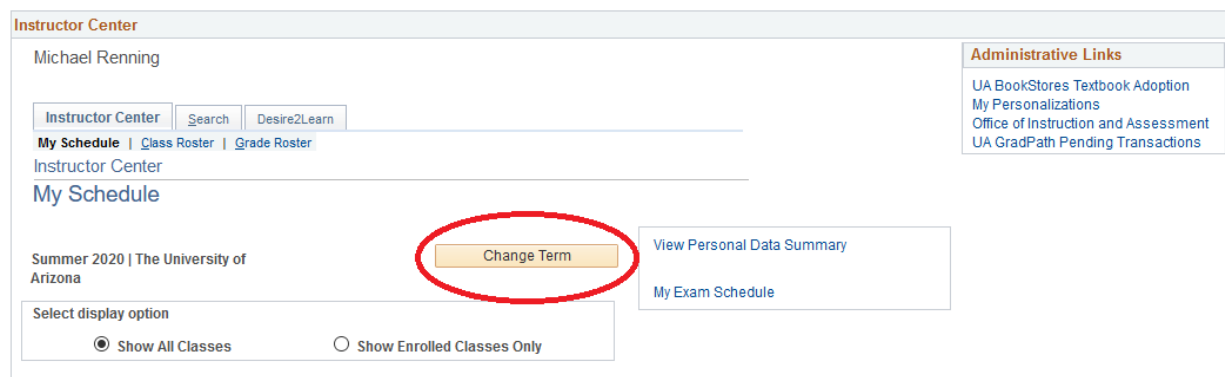
as well as completion of any final courses on the student's approved Plan of Study. These [deadlines](#) are set by the Graduate College, and are generally a couple of weeks before the end of Fall or Spring semester and may be at or near the end of either Summer or Winter term. It is helpful if the committee is aware of the student's submission deadline if they ask the student to make revisions following the defense before granting final approval to the thesis. The committee should endeavor to accommodate the student's plans to meet their submission deadline if possible.

Appendix A - How to Post Student Grades in UAccess

1. From the UAccess home page, <https://uaccess.arizona.edu/>, log into the Instructor Center using your NetID log-in.



2. Check which term is active and, if needed, use the Change Term button to select the needed semester or term.



3. Find the class/section for which you need to post grades, and click on the Grade Roster in Progress icon (🔄):

			CTS 620C-001 (96529)	Principles of Medicine 3 (Lecture)	3	MoFr 8:00AM - 9:45AM	Phoenix	Phoenix	Jan 15, 2020-May 6, 2020
			CTS 641B-001 (96236)	Translational Research in AD 2 (Lecture)	7	Th 1:00PM - 3:45PM	Bioscience Research Lab 450	University of Arizona - Main	Jan 15, 2020-May 6, 2020
			CTS 696A-001 (69198)	Medical Sciences Seminar (Seminar)	7	TBA	TBA	University of Arizona - Main	Jan 15, 2020-May 6, 2020
			CTS 900-001 (90989)	Research (Independent Study)	6	TBA	TBA	University of Arizona - Main	Jan 15, 2020-May 6, 2020
			CTS 910-001 (96519)	Thesis (Independent Study)	4	TBA	TBA	University of Arizona - Main	Jan 15, 2020-May 6, 2020
			CTS 910-027 (96574)	Thesis (Independent Study)	1	TBA	TBA	Phoenix	Jan 15, 2020-May 6, 2020
			CTS 910-028 (96577)	Thesis (Independent Study)	1	TBA	TBA	Phoenix	Jan 15, 2020-May 6, 2020
			CTS 910-029 (96578)	Thesis (Independent Study)	1	TBA	TBA	Phoenix	Jan 15, 2020-May 6, 2020
			CTS 920-001 (91212)	Dissertation (Independent Study)	1	TBA	TBA	University of Arizona - Main	Jan 15, 2020-May 6, 2020

View Weekly Teaching Schedule Go to top

4. Use the pull-down menu for the Roster Grade to select the grade you wish to assign for each student.

Grades ?									
Personalize Find View All First 1 of 1 Last									
Student Grade 🔍									
	ID	Name	Roster Grade	Student Attendance	Last Date Attended	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]					SPF	Graduate Degree Seeking - Clinical Translational Sci	Graduate

Select All Clear All Printer Friendly Version

5. With the grades selected for all students on the roster, save it as Approved.

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Approved

Import Grades from D2L Import Grades from File Import OASIS Grades

Grades ? Personalize | Find | View All | First 1 of 1 Last

Student Grade	ID	Name	Roster Grade	Student Attendance	Last Date Attended	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	S				SPF	Graduate Degree Seeking - Clinical Translational Sci	Graduate

Select All Clear All Printer Friendly Version

Notify Selected Students Notify All Students Notify Registrar

Save Post

6. Click the Post button at the bottom to post the grades to the students' records. The assigned grade for each student will now appear in the Official Grade column, confirming it has been posted. Grade posting is now complete for this course/section.

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Approved

Import Grades from D2L Import Grades from File Import OASIS Grades

Grades ? Personalize | Find | View All | First 1 of 1 Last


Student Grade	ID	Name	Roster Grade	Student Attendance	Last Date Attended	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	S				SPF	Graduate Degree Seeking - Clinical Translational Sci	Graduate

Select All Clear All Printer Friendly Version

Notify Selected Students Notify All Students Notify Registrar

Save

7. If you need to post grades for other classes/sections, you can return to the main Instructor Center screen by clicking the Instructor Center tab or the home icon at the top of the page.


Faculty Center Record Grades  UA Ho

Michael Renning

Instructor Center Search Desire2Learn

My School | Class Roster | Grade Roster


Grade Roster [View FERPA Statement](#)

 You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

[Enable Tabs & Links](#)

Spring 2020 | Regular Academic Session | The University of Arizona | Graduate


[Change Class](#)

Days and Times	Room	Instructor	Dates
TBA	TBA		01/15/2020 - 05/06/2020

Display Options *Grade Roster Type [Final Grade](#)

Display Unassigned Roster Grade Only

Grade Roster Action *Approval Status [Approved](#) [Save](#)



Appendix B – Working with Students’ GradPath Forms

GradPath forms requiring mentor approval/action

Graduate students are required to submit specific information in GradPath, the Graduate College’s online student forms system, to document completion of necessary steps for their degree, consistent with the Graduate College’s policies. Many of these forms require the approval of the student’s mentor (a.k.a. advisor or committee chair), including:

- Master’s Plan of Study [the only form for an M.S. student requiring the mentor’s approval in GradPath]
- Doctoral Plan of Study [Ph.D. only]
- Comp Exam Committee Appointment form [Ph.D. only]
- Announcement of Doctoral Comprehensive Exam form [Ph.D. only]
- Dissertation Committee Appointment form [Ph.D. only]
- Announcement of Final Oral Defense form [Ph.D. only]

All of the above forms are submitted by the student, initiating their routing for online approvals from the mentor, the CTS program and the Graduate College. The CTS Director of Graduate Affairs receives all GradPath forms submitted by CTS students at the initial approval step and only approves the form if it is consistent with CTS and Graduate College policies.




The mentor must also report the results of a Ph.D. student’s oral comprehensive exam and dissertation defense on behalf of the student’s full advisory committee. This information is reported on the following GradPath forms, each of which is created and assigned to the mentor (as Chair of the student’s committee) when the exam announcement (see above) receives final approval from the Graduate College:

- Results of Comprehensive Exam
- Results of Final Oral Defense

Accessing a pending GradPath form

When your student’s form routes to you for approval, you will receive a notification e-mail from GradPathForms@grad.arizona.edu that identifies the student and the form and provides a link to open it, as shown here:

Comp Exam Committee Appointment Form Requires Approval - **Student Name** (Doctor of Philosophy in Clinical Translational Science)

 GradPathForms@grad.arizona.edu
To  Renning, Michael G - (mrenning);  Moreno, Anabel Tapia - (anabelg)

[↩ Reply](#) [↩ Reply All](#) [→](#)

Student Name, (Doctor of Philosophy in Clinical Translational Science) has submitted a Comp Exam Committee Appointment Form.

Please visit the following URL to act on the form:

[https://student851.uaccess.arizona.edu/psp/uazsaprdr1/UA_STUDENT/HRMS/c/UA_SA_AA014_GC_AWE_APPROVAL/UA_AA014H_CAC_FRM.GBL?Page=UA_AA014H_CAC_FRM&Action=C&EMPLID=\[REDACTED\]&ACAD_PLAN=CLTRSCIPHD&SCC_SUBMITTED_DTTM=2017-12-05-15.11.06.000000](https://student851.uaccess.arizona.edu/psp/uazsaprdr1/UA_STUDENT/HRMS/c/UA_SA_AA014_GC_AWE_APPROVAL/UA_AA014H_CAC_FRM.GBL?Page=UA_AA014H_CAC_FRM&Action=C&EMPLID=[REDACTED]&ACAD_PLAN=CLTRSCIPHD&SCC_SUBMITTED_DTTM=2017-12-05-15.11.06.000000)

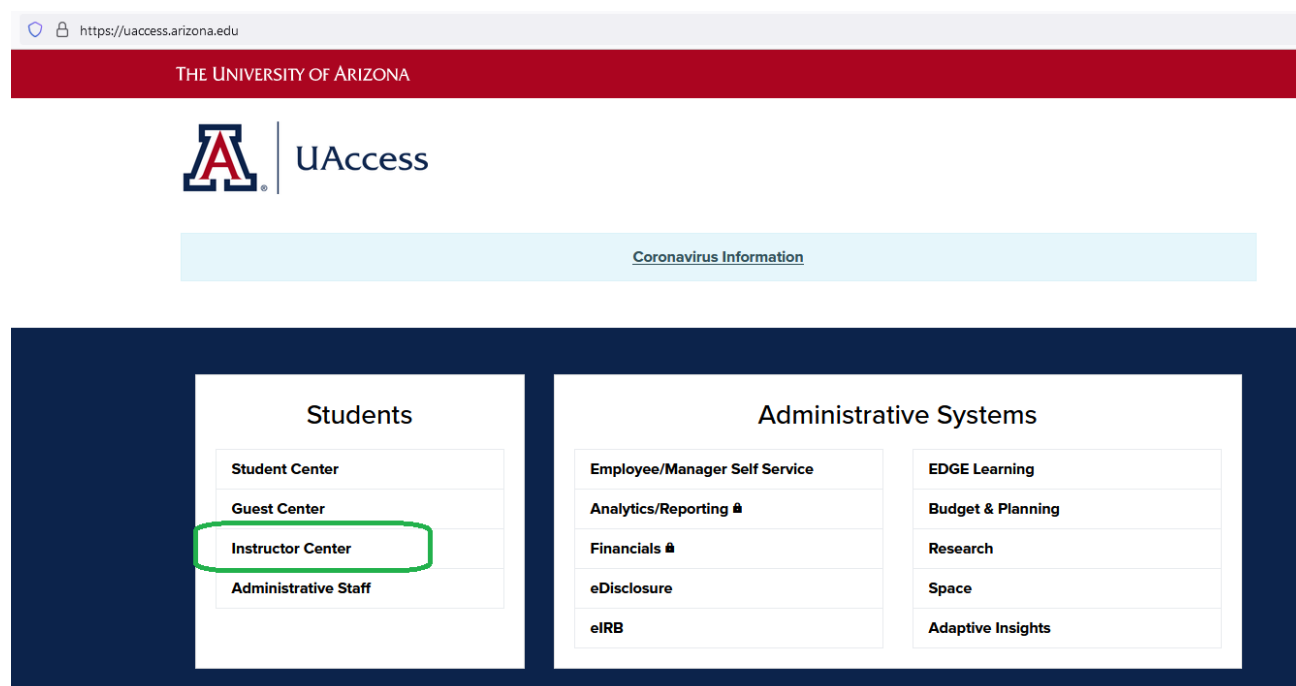
*****DO NOT REPLY TO THIS EMAIL*****

If you have questions concerning this email, please go to the URL below and contact the appropriate Graduate College Degree Counselor for your program:

<http://grad.arizona.edu/academics/degree-certification/find-counselor>

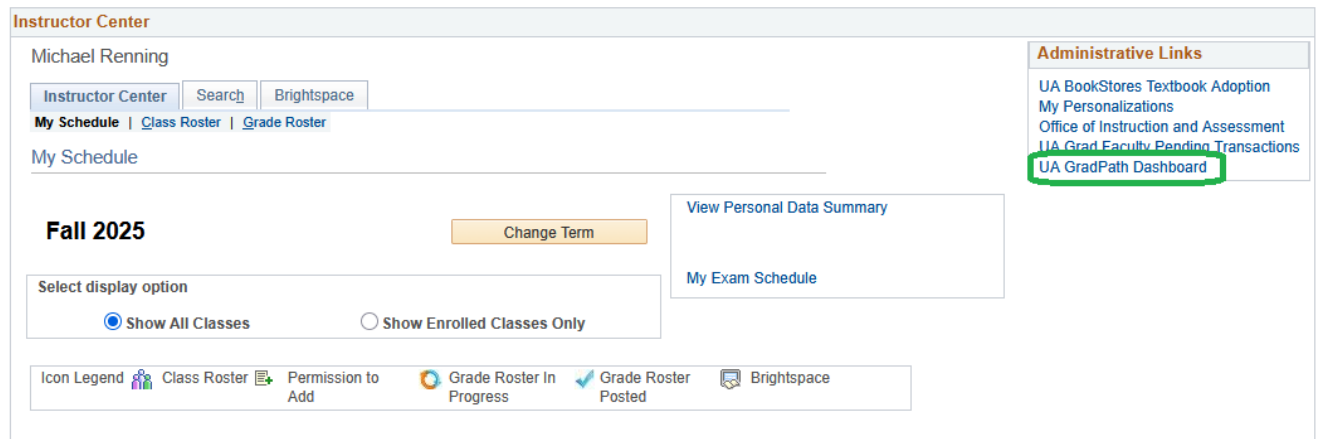
There is an alternative way of accessing a GradPath form pending your approval or action, given that the notification e-mails are sometimes lost or get caught in spam filters. You can find any GradPath forms pending your action (approval/denial and/or reporting of exam results) by following these steps:

1. Log into your UAccess Instructor Center from <https://uaccess.arizona.edu/>.



The screenshot shows the UAccess website interface. At the top, there is a red banner with "THE UNIVERSITY OF ARIZONA" and the UAccess logo. Below the banner is a light blue bar with "Coronavirus Information". The main content area is a dark blue sidebar with two columns of white boxes. The left column is titled "Students" and contains links for "Student Center", "Guest Center", "Instructor Center" (highlighted with a green circle), and "Administrative Staff". The right column is titled "Administrative Systems" and contains links for "Employee/Manager Self Service", "Analytics/Reporting", "Financials", "eDisclosure", "eIRB", "EDGE Learning", "Budget & Planning", "Research", "Space", and "Adaptive Insights".

2. Click the link at upper right in the Instructor Center for “UA GradPath Dashboard.”



The screenshot shows the Instructor Center interface for Michael Renning. At the top, there are navigation tabs for "Instructor Center", "Search", and "Brightspace". Below these are links for "My Schedule", "Class Roster", and "Grade Roster". The main content area displays "My Schedule" for "Fall 2025" with a "Change Term" button and a "View Personal Data Summary" link. There is also a "My Exam Schedule" link. A "Select display option" section has radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". At the bottom, there is a row of icons and labels: "Icon Legend", "Class Roster", "Permission to Add", "Grade Roster In Progress", "Grade Roster Posted", and "Brightspace". On the right side, there is an "Administrative Links" section with the following links: "UA BookStores Textbook Adoption", "My Personalizations", "Office of Instruction and Assessment", "UA Grad Faculty Pending Transactions", and "UA GradPath Dashboard" (which is highlighted with a green box).

3. On the tab that opens, click on the student’s name to open their form.

Mentor’s role in GradPath

Every GradPath form includes a description of the form and an explanation of its purpose at the top of the form. Each form that requires the mentor’s approval will first route to the CTS Director of Graduate Affairs, who will check the information the student has submitted to ensure it is consistent with both the rules and requirements of the CTS program and the policies of the Graduate College. So a form that reaches you for approval has been vetted for consistency with policy; your role as mentor is to ensure the information the student is reporting is appropriate and accurate for the specific student (e.g. selection of appropriate courses on the Plan of Study or of appropriate committee members).

When reporting the results of a Ph.D. student’s oral comprehensive exam or dissertation defense, you will be asked to report the number of Pass, Fail or Abstain votes from the official committee members. Per Graduate College policy this vote count will determine whether the student has passed or failed the comprehensive exam or defense. For the dissertation defense, you will also report for a successful defense whether it was a straight Pass (i.e. the dissertation has been approved by the committee in its present form) or a Pass with Revisions. If revisions are required, you will be responsible for reporting by e-mail to the Graduate College and/or the CTS Director of Graduate Studies when the student’s revisions have been accepted for final approval of the dissertation. (Full details of the defense procedure for a CTS Ph.D. dissertation or M.S. thesis may be found in [section 6](#) of this guide.)