Advising Supplement
Plan of Study
Completion of Degree Requirements

Bruce Fulton, MLIS, PhD
Plan of Study (POS) & Committee Appointment Form

• Filed no later than your second semester of the program.
• Includes courses you have taken plus any approved transfer courses and courses you plan to take. List only courses that you need to complete the degree; do not list excess units
• You need to apply for and submit separate plans of study for certificates
• Can be updated/amended if things change
• Will be routed electronically for approvals
• You will be billed candidacy fees when approved and submitted
Plan of Study Worksheet

Download from the advising web page at https://ischool.arizona.edu/graduate_advising

Consult the Four Year Rotation of Courses at https://ischool.arizona.edu/graduate-schedule

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<th>Term</th>
<th>Year</th>
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GRAND Total: ***

Advisor: Dr. Bruce Falten
Email: graduate-advisor@ischool.arizona.edu
Website: https://ischool.arizona.edu/graduate-schedule
Completing the POS and Committee Appointment Forms

- Select the Academics tab from UAccess
- Read and select I Agree to the Responsible Conduct of Research section
- Complete the Plan of Study including courses you have taken and will take to complete the degree
- Complete the Master’s/Specialist Committee Appointment Form. If you are not attempting a Thesis, your Committee of One is your academic advisor.
- You will not appear as a prospective graduate unless these three forms are complete and you have paid your candidacy fees.
- Notify the graduate college if you change your expected graduation date.
- A change in courses presented for graduation requires modification of your plan of study.
Completion of Degree Requirements

- Graduation forms completed in Gradpath
- ePortfolio must be completed and fully approved including revision in order to graduate. There are no exceptions.

**Deadlines for Completion of Degree Requirements including ePortfolio approval**

- Spring graduation: April 15
- Summer graduation: July 25
- Fall graduation: November 15
- December graduation: January 2

- If you don’t complete eportfolio and paperwork by the deadlines, **you won’t graduate**.
- If you don’t complete by the deadlines and don’t graduate, you must register for at least one course (one credit) in the semester in which you graduate.