Advising Information for PTYS/LPL Faculty

For more information, visit:

- New Faculty Orientation: [http://facultyaffairs.arizona.edu/newfaculty](http://facultyaffairs.arizona.edu/newfaculty)
- Instructional Support: [http://oia.arizona.edu/](http://oia.arizona.edu/)
- LPL list of teaching links and resources (including links to D2L, UA academic policies, etc.): [https://www.lpl.arizona.edu/academic](https://www.lpl.arizona.edu/academic) (see under Policies & Resources)

**Email.** The university considers your “official” email address to be your u.arizona.edu or email.arizona.edu account. Information regarding your classes, students, etc., will always be sent to this account. Be sure to either check this account regularly, or to forward that account to lpl.arizona.edu (or vice versa) so you don’t miss any information or notifications.

**FERPA.** If you are teaching or advising you will need to complete the UA FERPA training in order to submit grades or sign electronic forms having to do with your advisee’s progress.

- The UA FERPA policy is here: [https://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa](https://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa)
- Instructor info here: [http://www.registrar.arizona.edu/personal-information/instructors-and-staff-information](http://www.registrar.arizona.edu/personal-information/instructors-and-staff-information)
- FERPA tutorial is here: [http://www.registrar.arizona.edu/ferpa/tutorial](http://www.registrar.arizona.edu/ferpa/tutorial)

Please let Mary/Amy know when you have completed the FERPA tutorial so that we can request UAccess permissions for you.

**UAccess and GradPath**

GradPath, built into UAccess records system, replaces the paper forms students were previously required to submit (Plan of Study, etc.). Forms will be routed online for faculty and Graduate College approval. Faculty will receive email notice when a form has been routed for them and is awaiting their approval. Faculty must request provisioning for GradPath:

[http://grad.arizona.edu/gsas/gradpath/provisioning-faculty-and-staff-access-gradpath](http://grad.arizona.edu/gsas/gradpath/provisioning-faculty-and-staff-access-gradpath)

For Faculty Approvers and Directors of Graduate Studies:

1. Go to the UAccess Provisioning Tool (link is external): [https://request.uaccess.arizona.edu/uaccess_appreg/](https://request.uaccess.arizona.edu/uaccess_appreg/)
2. Click on "login" next to Request Access to UAccess Systems
3. Put NetID of person needing provisioning in the field at the top of the form
4. Select UAccess Student-Campus Users and select continue
5. Select Graduate College and hit continue
6. Select “Role – GradPath Faculty/Staff Forms Approval/Review” and hit continue
7. In the Department Approver NetID field put whoever in the department will approve this
   provisioning request (Lynn Lane).

Faculty instructions for finding pending GradPath Forms are here:
http://grad.arizona.edu/gsas/gradpath/faculty-instructions-finding-pending-gradpath-forms

### PTYS Academic Program Requirements

PTYS academic policies and requirements are posted online here:
http://www.lpl.arizona.edu/graduate/forms

- **Ph.D. Requirements**- outline of course and milestone requirements: Program of Study, 
  Time 
  Limits, Coursework, Academic Standing and Academic Progress, Teaching Assistantships, 
  Minor Requirements, Graduate Student Colloquia, Comprehensive Examination for 
  Advancement to Candidacy: Written and Oral, Dissertation, and Final Oral Defense 
  Examination.
- **Ph.D. Procedures**- procedural requirements (units, forms): Graduate Student Colloquia, 
  Minor Program of Study, Degree Audit Forms (forms through GradPath), Written 
  Comprehensive Examination, Oral Comprehensive Examination (time line, GradPath 
  forms and what is required to committee), Advancement to Candidacy, Dissertation 
  Progress Report, Academic Standing, Final Oral Defense Examination (timeline, GradPath 
  forms and what is required to committee).
- **Ph.D. Rules for Committees**- information about faculty advising and requirements for 
  academic committees.

Departmental and Graduate College forms are also available from:
http://www.lpl.arizona.edu/graduate/forms

Current and projected teaching schedules, as well as course descriptions, are available here:
http://www.lpl.arizona.edu/graduate

**SAPR (Student Academic Progress Report)**. This LPL form is updated every semester and 
sent to students and their advisors as a review of upcoming requirements/milestones in order to 
maintain satisfactory academic progress.