Advising Supplement  2015-2016
Master’s Degree
Plan of Study
Completion of Degree Requirements

School of Information
University of Arizona
Bruce Fulton, MLIS, PhD
Plan of Study (POS) & Committee Appointment Form

• Coincides with completion of the mid-program eportfolio reflection, which must be approved before you can submit the POS. Typically completed in the semester in which you complete 18 units

• 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 submit separate plans of study for additional 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

![Plan of Study Worksheet](image)

Download from the advising web page at [http://si.Arizona.edu/graduate_advising](http://si.Arizona.edu/graduate_advising)
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.
Completion of Degree Requirements

• Graduation forms completed in Gradpath
• ePortfolio must be completed and approved in order to graduate. There are no exceptions.
• **Deadlines for Completion of Degree Requirements including ePortfolio approval**
  • Spring graduation: April 1
  • Summer graduation: July 15
  • Fall graduation: November 1
• 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.