**Clinical Translational Sciences
Tracking Progress toward Completion of Ph.D. Requirements**

This guide will assist you in tracking completion of all course and non-course requirements for your CTS Ph.D. Determine the courses, including approved transfer courses and future courses, that will fulfill all CTS curricular requirements (first table) and Graduate College requirements (second table). This prepares you to submit the Plan of Study in GradPath. The third table lists all requirements for the Ph.D. other than course requirements, along with the forms you will need to submit in [GradPath](https://grad.arizona.edu/gsas/gradpath/faq?audience=35). Tables A and B on the last page will enable you to assemble your comprehensive exam and dissertation committees.

**CTS Curricular Requirements**

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| **Requirement** | **Course(s)** | **Notes** | **Completed** |
| Principles course(s): |  |  |  |
| Biostatistics course: | BIOS 576A\* |  |  |
| Professional Development (4 units): | CTS 595C x 2\*; andCTS 585\* or CTS 595D |  |  |
| Seminar/Journal Club (4 enrollments): |  |  |  |
| Dissertation (18 units): | CTS 920 [required] |  |  |

\* Course(s) typically used to fulfill requirement. May substitute other course(s) with permission from CTS Director of Graduate Affairs.

**General Requirements (Graduate College)**

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| **Requirement** | **Progress toward completion** | **Notes** | **Completed** |
| Minimum 36 units coursework  for major |  |  |  |
| Minimum 9\*\* units coursework  for minor |  |  |  |
| 18 units of Dissertation |  |  |  |
| Minimum 22 letter-graded units  [A/B/C grades] |  |  |  |

\*\* Some minors require more than 9 units of coursework. Consult with the minor program to determine requirement. A CTS minor requires a minimum of 9 units. Students declaring their minor in CTS must also complete the “[Proposal for CTS Doctoral Minor](https://cts.uahs.arizona.edu/programs/forms)” form.

**Requirements other than Coursework**

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| **Requirement** | **GradPath form** | **Notes** | **Completed** |
| Plan of Study submitted and approved | [Plan of Study](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#credit-requirements) |  |  |
| Form/report comprehensive exam committee [see Table A] | [Comp Exam Committee Appointment](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#comprehensive-exam-committee) |  |  |
| Pass written and oral comprehensive exams | [Announcement of Doctoral Comprehensive Exam](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#comprehensive-exam) [for oral exam] |  |  |
| Complete full grant application  | n/a |  |  |
| Form/report dissertation committee [see Table B] | [Doctoral Dissertation Committee Appointment](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#dissertation-committee) |  |  |
| Approval of dissertation proposal | [*Prospectus/Proposal Confirmation*](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#dissertation-prospectus) *[submitted by CTS, not student]* |  |  |
| Complete dissertation project and write/defend dissertation | [Announcement of Final Oral Defense](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#final-oral-defense) |  |  |
| Submit approved dissertation for archiving by graduation deadline | Not in GradPath. See [archiving information](https://grad.arizona.edu/gsas/dissertaions-theses/submitting-your-dissertation) and [deadlines](https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines). |  |  |

Note: Links provided to relevant Graduate College policy for each form.

**Table A. Comprehensive Exam Committee**

The committee must meet the requirements in the Graduate College’s policy: <https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#comprehensive-exam-committee>.

* Minimum 4 members; may include more.
* Members do not need to hold an appointment with CTS.
* At least 3 members must be UA faculty (including affiliate faculty) who are members of the Graduate Faculty. **†**
* Committee must be able to examine student on major and minor subjects.

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| **Name of Member** | **Status†** (member of Graduate Faculty or special member) | **Role on Committee** (Chair, Co-Chair, Member, Special Member) |
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 † = Most faculty who hold Graduate Faculty status have the Graduate Faculty membership listed in the [UA phonebook](https://directory.arizona.edu/phonebook). To confirm the status of other prospective committee members, please contact the [CTS Director of Graduate Affairs](https://cts.uahs.arizona.edu/people/staff).

**Table B. Dissertation Committee**

The committee must meet the requirements in the Graduate College’s policy: <https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#dissertation-committee>.

* Minimum 3 members; may include more.
* Members do not need to hold an appointment with CTS.
* At least 3 members must be UA faculty (including affiliate faculty) who are members of the Graduate Faculty. **†**
* Does not need to include a member representing the minor.
* The dissertation committee may be identical to the comprehensive exam committee, or it can include some/all different members.

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| **Name of Member** | **Status†** (tenured, tenure-eligible, tenure equivalent) | **Role on Committee** (Chair, Co-Chair, Member, Special Member) |
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 † = Most faculty who hold Graduate Faculty status have the Graduate Faculty membership listed in the [UA phonebook](https://directory.arizona.edu/phonebook). To confirm the status of other prospective committee members, please contact the [CTS Director of Graduate Affairs](https://cts.uahs.arizona.edu/people/staff).