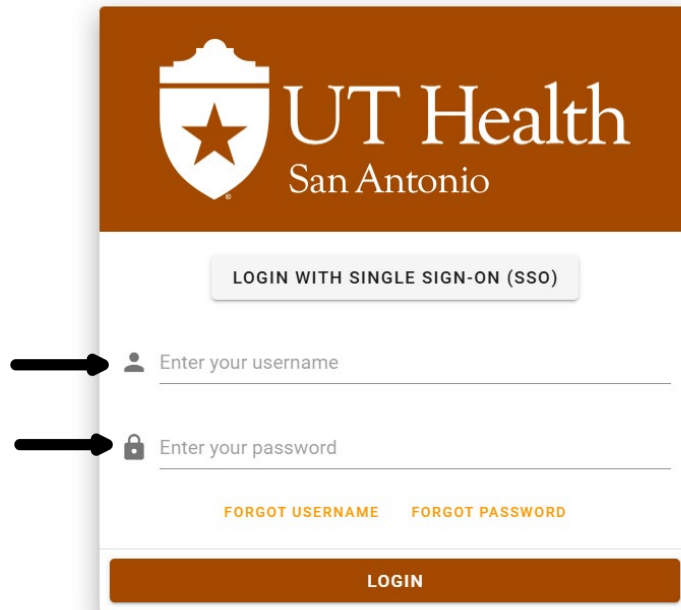


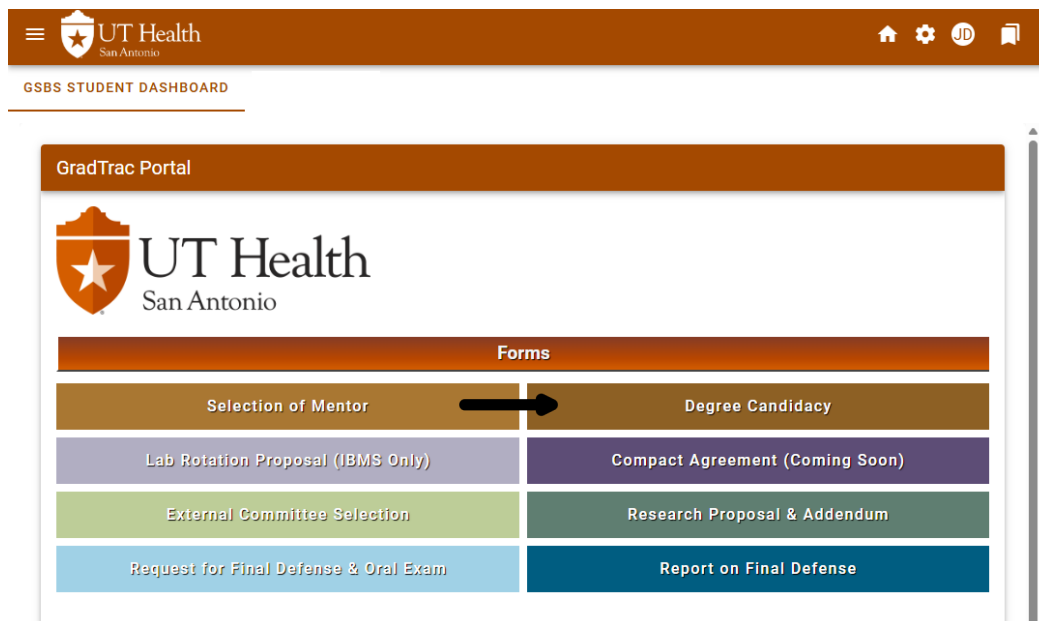
# GradTrac Candidacy Form Student Tutorial

1. Login to GradTrac (See GradTrac Quick Guide)



The image shows the login page for UT Health San Antonio. At the top, there is the UT Health San Antonio logo and name. Below that is a button labeled "LOGIN WITH SINGLE SIGN-ON (SSO)". Underneath are two input fields: "Enter your username" and "Enter your password". Two black arrows point to these fields from the left. Below the input fields are two links: "FORGOT USERNAME" and "FORGOT PASSWORD". At the bottom is a large orange button labeled "LOGIN".

2. Navigate to the Student Forms Pane – Select Degree Candidacy Form Button



The image shows the GSBS Student Dashboard. At the top is the UT Health San Antonio logo and name. Below that is the text "GSBS STUDENT DASHBOARD". The main content area is titled "GradTrac Portal" and contains a grid of form buttons. The grid is organized into two columns under the heading "Forms". The first column contains: "Selection of Mentor", "Lab Rotation Proposal (IBMS Only)", "External Committee Selection", and "Request for Final Defense & Oral Exam". The second column contains: "Degree Candidacy", "Compact Agreement (Coming Soon)", "Research Proposal & Addendum", and "Report on Final Defense". A black arrow points from the "Selection of Mentor" button to the "Degree Candidacy" button.

3. Begin Entering Student information in the form, following the required form field prompts. \*The student Mentor Selection Form must be fully approved prior to submission of the degree candidacy form.

UT Health San Antonio

New Degree Candidacy Demo Process [TEST]

TASK: DEGREE CANDIDACY FORM

## Admission to Candidacy PhD in Integrated BioMedical Sciences

**Student Information**

Student Name			
John Doe			
Track/Discipline			
Cancer Biology (CB)			
Student Email	Program	Student ID	Degree Plan
doemd@test.com	IBMS	0000002	GSPHD

Semester Hours Completed\*  Cumulative GPA\*  All Courses Completed?\*  Yes  No

Are you an MD/PhD student?\*  Yes  No

**Dissertation/Thesis Mentor(s)**

Potential for productive and independent investigation substantiated by signatures(s) of student's dissertation/thesis mentor(s)

Supervising Mentor\*  
Jane Doe

**Oral/Written Examinations**

For both the oral and written examinations, please enter the date the examination was passed, or check the box indicating that it is waived.

Date written Examination passed\*  Date Oral Examination Passed

Written Exam Waived  Written Exam Waived Oral Exam Waived  Oral Exam Waived

**Qualifying Exam Committee**

Do you have a qualifying exam committee as per your program guidelines?\*  Yes  No/Not Applicable

QE Committee Chair\* Joe Smith

QE Committee Selection\* Jack Johnson, Jane Smith, John Jackson

**Transfer Student**

Have you transferred from another institution post qualifying exam?\*  Yes  No


**SUBMIT APPLICATION**

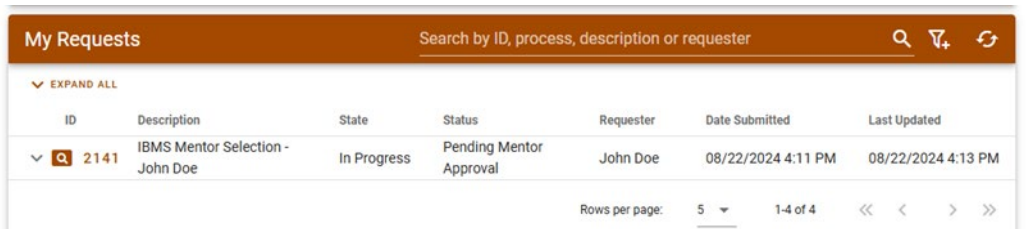
4. Click Submit – the form will be routed to the following approvers in order:
- Academic Program Coordinator or if IBMS the Assistant Director of IBMS
  - Student Research Supervisory Chair (Mentor)

- Qualifying Exam Chair (if applicable)
- Program COGS Chair
- GSBS Academic Program Manager (confirms eligibility requirements)
- GSBS Associate Dean

A unique link will be sent to each approver's email inbox for approval and will be emailed every three business days until their approval step has been completed. Approvers can also log in directly to GradTrac to find open tasks and complete approvals.

**Students can check the status of submitted forms by navigating to the student dashboard**

**“My Requests” selection menu, click on the eyeglass icon **



ID	Description	State	Status	Requester	Date Submitted	Last Updated
2141	IBMS Mentor Selection - John Doe	In Progress	Pending Mentor Approval	John Doe	08/22/2024 4:11 PM	08/22/2024 4:13 PM

**Click on the “Task History” drop down, “Initialized” will be listed by the next approver in line.**

Request 5842 - Degree Candidacy Demo Process [TEST]  

TASK: APPROVAL REQUEST DETAIL

**Summary**

ID	Name	Type	Status	Requester	Client	Submitted	Updated
5842	Degree Candidacy Demo Process [TEST]	Degree Candidacy Demo Process [TEST]	Pending Approval	John Doe	John Doe	10/24/2025 2:07 PM	10/24/2025 2:07 PM


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**Open Tasks**


Name	Assigned To	Status	Created Date
Approval	Jane Doe	Started	10/24/2025 2:07 PM


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**Completed Forms**

Name	Completed By	Date Completed
 Degree Candidacy Form	John Doe	10/24/2025 2:07 PM

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**Task History** VIEW ALL TASKS VIEW DRAFT DATA 

Name	Status	Type	Recipients Assigned	Recipients Completed
1. Degree Candidacy Form Assigned To: John Doe	Completed 10/24/2025 2:07 PM Status: Completed  10/24/2025 2:07 PM	Form	1	1
3. Approval Assigned To: Jane Doe	Started 10/24/2025 2:07 PM Status: Started 10/24/2025 2:07 PM	Approval	1	0

5. Once the form is fully approved, a PDF of the completed form will be sent to the student and GSBS Academic Program Manager. A copy of the form will be saved to the student permanent file.
6. The PhD Degree Candidacy Ceremony is hosted once per year for the prior academic year (August-July *some exceptions apply*) and held in September of the current academic year. PhD Degree Candidates will begin receiving emails about part participation in July.

## GradTrac Candidacy Form Student Tutorial for PhD Transfer Students

1. Login to GradTrac (See GradTrac Quick Guide)

UT Health  
San Antonio

LOGIN WITH SINGLE SIGN-ON (SSO)

Enter your username

Enter your password

[FORGOT USERNAME](#) [FORGOT PASSWORD](#)

LOGIN

2. Navigate to the Student Forms Pane – Select Degree Candidacy Form Button

UT Health  
San Antonio


GSBS STUDENT DASHBOARD


GradTrac Portal

UT Health  
San Antonio

Forms	
Selection of Mentor	Degree Candidacy
Lab Rotation Proposal (IBMS Only)	Compact Agreement (Coming Soon)
External Committee Selection	Research Proposal & Addendum
Request for Final Defense & Oral Exam	Report on Final Defense


3. Begin entering student information in the form, following the required form field prompts. \*The student Mentor Selection Form must be fully approved prior to submission of the degree candidacy form. PhD transfer students may bypass the degree candidacy process if a similar degree candidacy and/or QE has been completed at your prior institution. The form will require proof of QE completion upload. A QE committee will not be required for your form.





**New Degree Candidacy Demo Process [TEST]**

TASK: DEGREE CANDIDACY FORM




## Admission to Candidacy


### PhD in Integrated BioMedical Sciences

**Student Information**


Student Name			
John Doe			
Track/Discipline			
Cancer Biology (CB)			
Student Email	Program	Student ID	Degree Plan
doemd@test.com	IBMS	0000002	GSPHD

Semester Hours Completed\* 

130

Cumulative GPA\* 

3.75

All Courses Completed?\* 

Yes  No

Are you an MD/PhD student?\*

Yes  No

**Dissertation/Thesis Mentor(s)**

Potential for productive and independent investigation substantiated by signatures(s) of student's dissertation/thesis mentor(s)

Supervising Mentor\*

Jane Doe

**Oral/Written Examinations**

For both the oral and written examinations, please enter the date the examination was passed, or check the box indicating that it is waived.

Date written Examination passed\*

Written Exam Waived

Written Exam Waived

Date Oral Examination Passed\*

Oral Exam Waived

Oral Exam Waived

**Qualifying Exam Committee**

Do you have a qualifying exam committee as per your program guidelines?\*

Yes  No/Not Applicable

QE Committee Chair


QE Committee Selection


**Transfer Student**

Have you transferred from another institution post qualifying exam?\*

Yes  No

Proof of passing qualifying exam\*



 SUBMIT APPLICATION


7. Click Submit – the form will be routed to the following approvers in order:

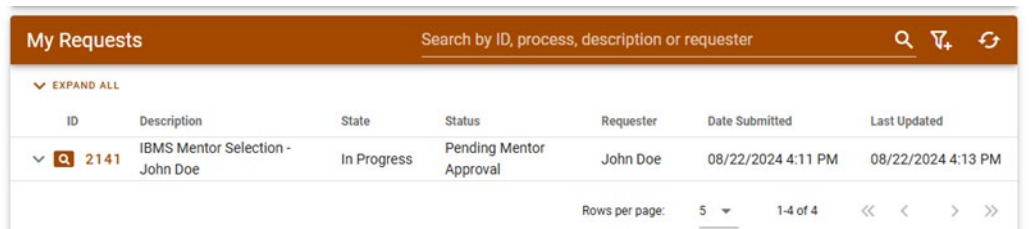
- Academic Program Coordinator or if IBMS the Assistant Director of IBMS

- Student Research Supervisory Chair (Mentor)
- Qualifying Exam Chair (if applicable)
- Program COGS Chair
- GSBS Academic Program Manager (confirms eligibility requirements)
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8. Once the form is fully approved, a PDF of the completed form will be sent to the student and GSBS Academic Program Manager. A copy of the form will be saved to the student permanent file.