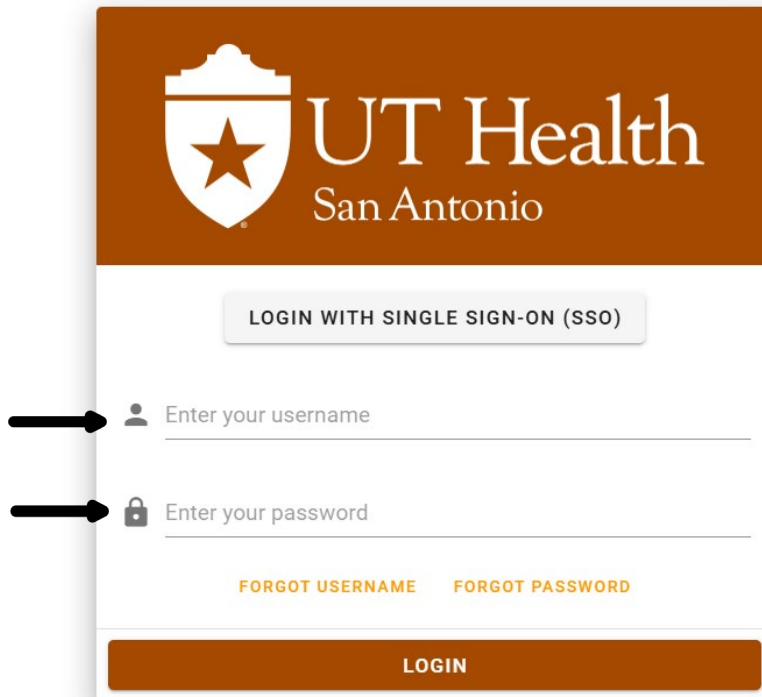


GradTrac External Committee Member Selection Form Student Tutorial

PhD students and other students with an External Committee Member must complete this form prior to the Research Proposal Form.

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 Report on Final Defense 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 must be completed prior to initiating this form.

*Please verify that you are spelling their name and **email** correctly as the external committee member could miss important notifications to sign forms from GradTrac.*

*The External Committee Member **cannot** be affiliated with UT San Antonio Health Sciences Campus as a faculty member or adjunct faculty member.*



External Committee Member Selection

PhD in Integrated BioMedical Sciences

Student Information

Name			
John Doe			
Initial Term	Academic Plan	Student ID	Degree Plan
doe@livemail.uthscsa.edu	PhD in Integrated BioMedical Sciences (PHD IBMS)	0000000	IBMS

Your Committee


Your Supervising Mentor*
Jane Doe

Your Current External Members
Joe Smith

Are you adding or replacing an external member?
 Add Replace Remove

External Member Information

First Name*	Last Name*	Email*
Jack	Johnson	jack.johnson@example.com
Institution*		
Harvard University		
Title*		
Associate Professor		



Students have the option to remove or replace external committee members, if the external committee member changes at any point, a research proposal addendum is also required to complete the update.

4. Click Submit – the form will be routed to the following approvers in order:
 - Selected Student Research Supervisory Chair (Mentor)
5. Once the form is fully approved, students can proceed with the Research Proposal form or addendum.