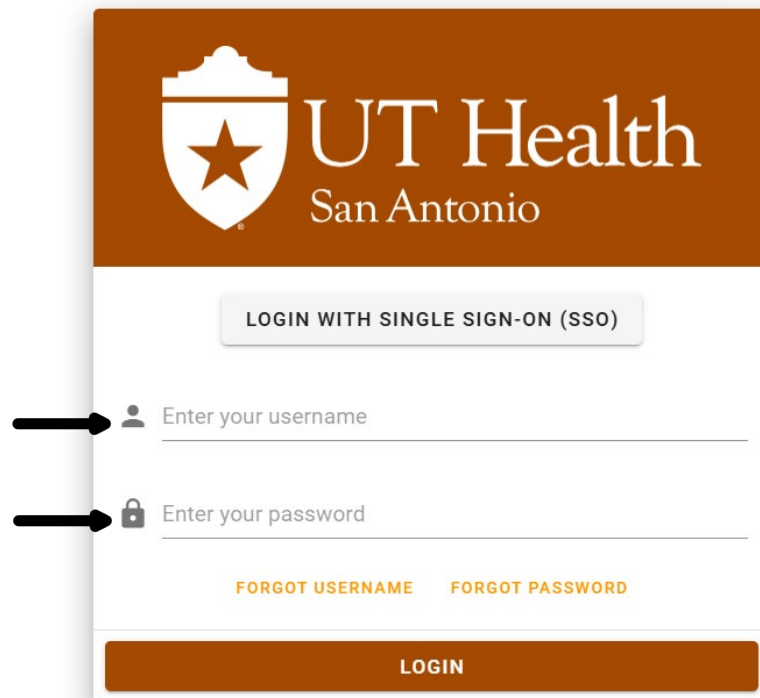


# GradTrac Report on Final Defense Form Student Tutorial

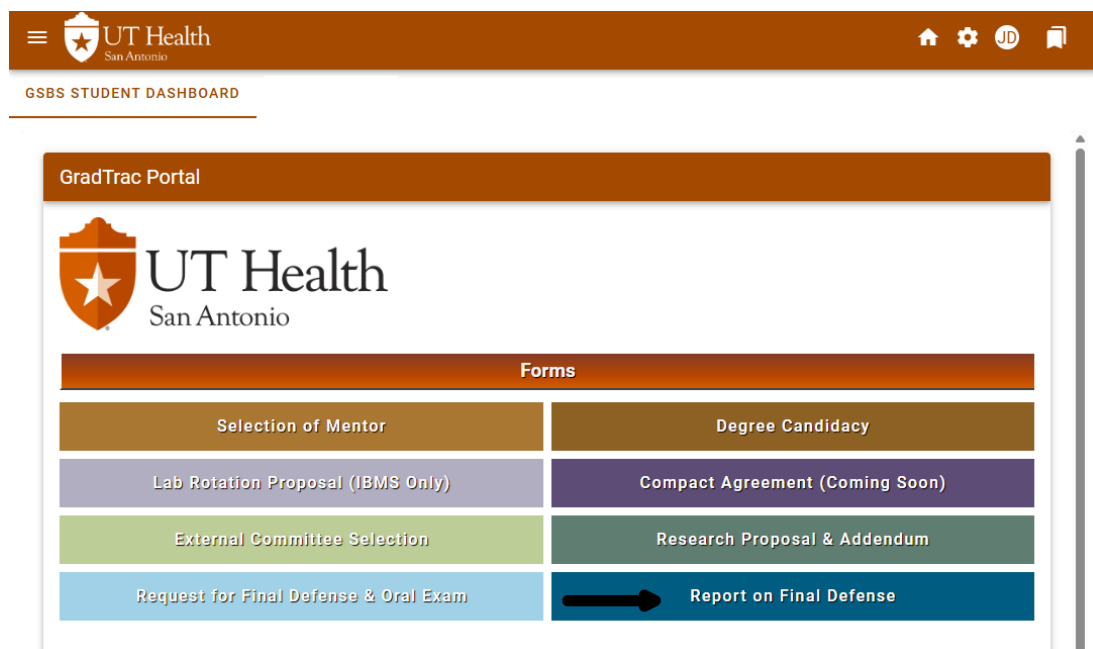
This form should be initiated within two business days following your passing defense.

1. Login to GradTrac (See GradTrac Quick Guide)



The image shows the login page for UT Health San Antonio. At the top, there is a brown header with the UT Health San Antonio logo and name. Below the header, there is a white box with a button that says "LOGIN WITH SINGLE SIGN-ON (SSO)". Underneath, there 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, there are two links: "FORGOT USERNAME" and "FORGOT PASSWORD". At the bottom of the white box, there is a brown button that says "LOGIN".

2. Navigate to the Student Forms Pane – Select Report on Final Defense Form button.




The image shows the GSBS Student Dashboard for UT Health San Antonio. At the top, there is a brown header with the UT Health San Antonio logo and name on the left, and icons for home, settings, user profile, and a book on the right. Below the header, there is a white box with the text "GSBS STUDENT DASHBOARD". Below this, there is a "GradTrac Portal" section with a brown header. Inside the portal, there is the UT Health San Antonio logo and name. Below the logo, there is a "Forms" section with a brown header. The forms are listed in a grid:

| 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 | <b>Report on Final Defense</b>  |

A black arrow points to the "Report on Final Defense" button in the bottom right cell of the grid.

3. Begin Entering Student information in the form, following the required form field prompts. \*The student Mentor Selection, Research Proposal, and Request for Final Defense form must be completed prior to initiating this form.



## Request for Report on Final Oral Examination

### PhD in Integrated BioMedical Sciences

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▼ Student Information

| Name                                     |  |            |             |
|--|--|------------|-------------|
| John Doe                                 |  |            |             |
| Track/Discipline                         |  |            |             |
| Biochemical Mechanisms in Medicine (BMM) |  |            |             |
| Initial Term                             | Academic Plan                                    | Student ID | Degree Plan |
| Fall 2024                                | PhD in Integrated BioMedical Sciences (PHD IBMS) | 0000000    | IBMS        |

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▼ Objective

By submitting this form, the student requests an official report affirming the completion of their dissertation/thesis/manuscript defense.

By signing this form, the Research Supervisory Committee attests the student has successfully defended their research and their dissertation/thesis/manuscript is suitable for publication.

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▼ Research Information

Title of Research\*  
Snail Biology

Has your research title changed since defer...

Yes  No

Type of Research\*

Dissertation (PhD) ▼

Date Defended

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▼ Your Supervisory Research Committee

If any of your committee members have changed since completing your previous research proposal and Request for Final Defense, you must submit a Research Addendum and new Request for Final Defense form before continuing with your Report on Final Defense and Examination Form.

If your committee chair (i.e. your supervising professor) has changed during this time, you must submit a new mentor selection application along with your research addendum and Request for Final Defense.

Any new forms submitted before your Report on Final Defense and Oral Examination must await full approval before you can proceed.

Committee Chair\*

In-Program Committee Members\*


Co Mentor

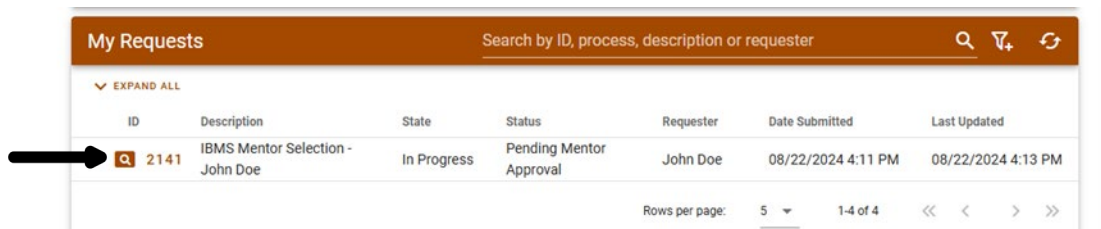
External Committee Member(s)


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

- Academic Program Coordinator or if IBMS Assistant Director
- In program research supervisory committee members including the co-mentor (if applicable)
- Non program research supervisory committee members (if applicable)
- External committee member
- Selected Student Research Supervisory Chair (Mentor)
- Program or If IBMS Discipline Director
- Program COGS Chair
- GSBS 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.**

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.