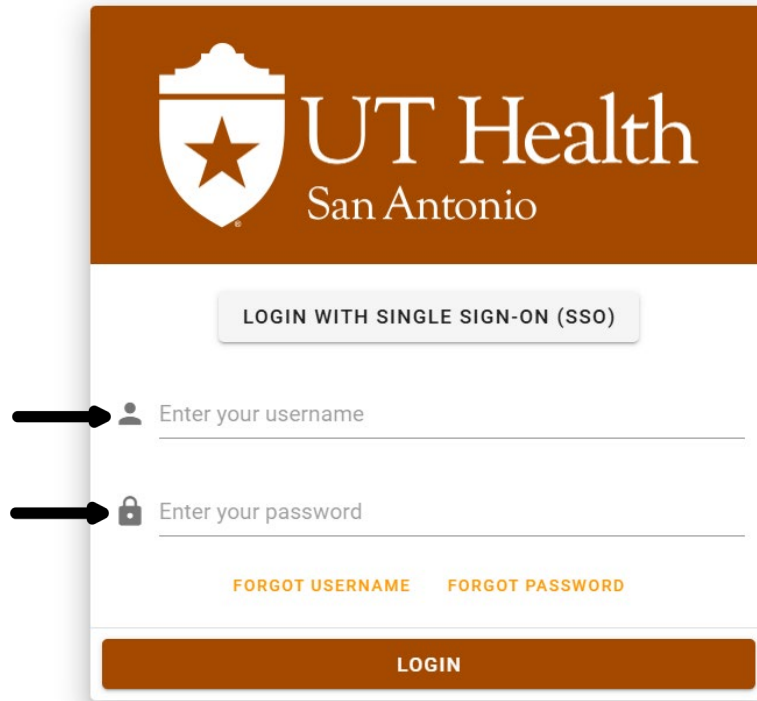


GradTrac Request for Final Defense Form Student Tutorial

The Mentor Selection & Research Proposal forms must be completed before this form can be initiated. This form must be submitted no less than two weeks prior to your scheduled defense, or you may risk being rescheduled by the GSBS.

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 Request for 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

- Begin Entering Student information in the form, following the required form field prompts. Students must upload a PDF copy of the student's updated CV, Research Abstract, and optional headshot(for defense announcement).



Request for Final Defense Application

PhD in Integrated BioMedical Sciences

▼ 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

▼ Objective

By submitting this form, the student requests official scheduling of their dissertation/thesis/manuscript defense.

By signing this form, the Academic Program Coordinator attests that the student has met all program requirements for graduation up to final oral defense and examination. By signing this form, the Research Supervisory Committee attests the dissertation/thesis/manuscript is suitable to defend and the scheduled date for defense is suitable for all to attend and participate in the examination of the student.

This form must be fully signed by all approvers at least one week prior to the scheduled defense or the GSBS will reschedule the defense. The GSBS will send a public announcement of the scheduled defense upon notification of the completed form.

▼ Research Information

Title of Research*
Snail Biology

Has your research title changed?
 Yes No

Type of Research*
Dissertation (PhD)

Please submit this form with the following requested files. **The file should be in PDF format.**

Upload Your Research Abstract*

Upload your CV Document*

Accepted image types: .jpeg, .jpg, .png

Upload your Headshot (optional)

▼ Defense Details

How will your defense be conducted?*

In-Person Virtual Hybrid

Scheduled Day of Defense*

Defense Time*

12:30 PM

Building*
ALTC

Room Number*
2.210

Virtual Meeting URL

Virtual meeting Passcode

▼ Your Supervisory Research Committee

If any of your committee members have changed since completing your previous research proposal, you must submit a research addendum before continuing with your request for final defense and oral examination.

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.

Any new forms submitted before your request for final defense and oral examination must await full approval before you can proceed.

Committee Chair*

In-Program Committee Members*

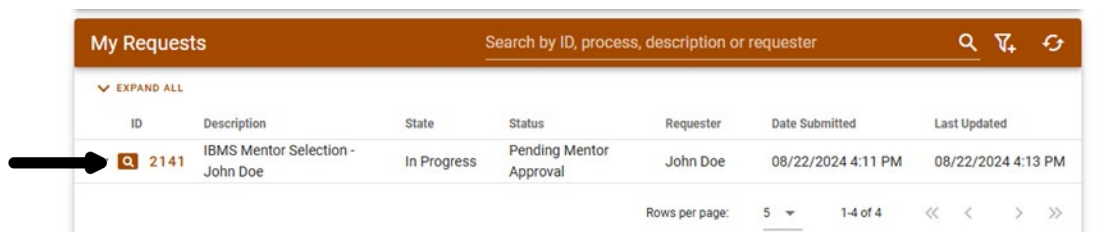
Co Mentor


External Committee Member(s)

4. Click Submit – the form will be routed to the following approvers in order:
 - Selected Student Research Supervisory Chair (Mentor)
 - 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
 - Program or If IBMS Discipline Director
 - Program COGS Chair
 - 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.

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. **The student’s official defense announcement will be sent to the graduate student body and graduate faculty once the Request for Defense form is fully approved.**

Addendum to GradTrac Research Proposal Form

1. Login to GradTrac (See GradTrac Quick Guide)
2. If the form is still routing through approvals, please email GradTracSupport@uthscsa.edu to deactivate the current form. If the form has completed the approval workflow you may begin an addendum by clicking on the Request for Defense form button on the student form panel and editing the existing form.

The screenshot displays the 'GradTrac Portal' interface for UT Health San Antonio. At the top, there is a navigation bar with the university logo and 'UT Health San Antonio' text. Below this, the 'GSBS STUDENT DASHBOARD' is visible. The main content area is titled 'GradTrac Portal' and features the university logo and name. A 'Forms' section contains a grid of eight buttons:

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

A black arrow points to the 'Request for Final Defense & Oral Exam' button.

3. Navigate to the Student Forms Pane – Select Request for Final Defense Form button. Complete a new form using the instructions above – the form will route through the approvals process again. To replace or remove an external committee member navigate to the External Committee Member Selection form prior to creating an addendum of the Research Proposal Form. Once these steps are completed and approved, you may begin the Request for Final Defense form.