

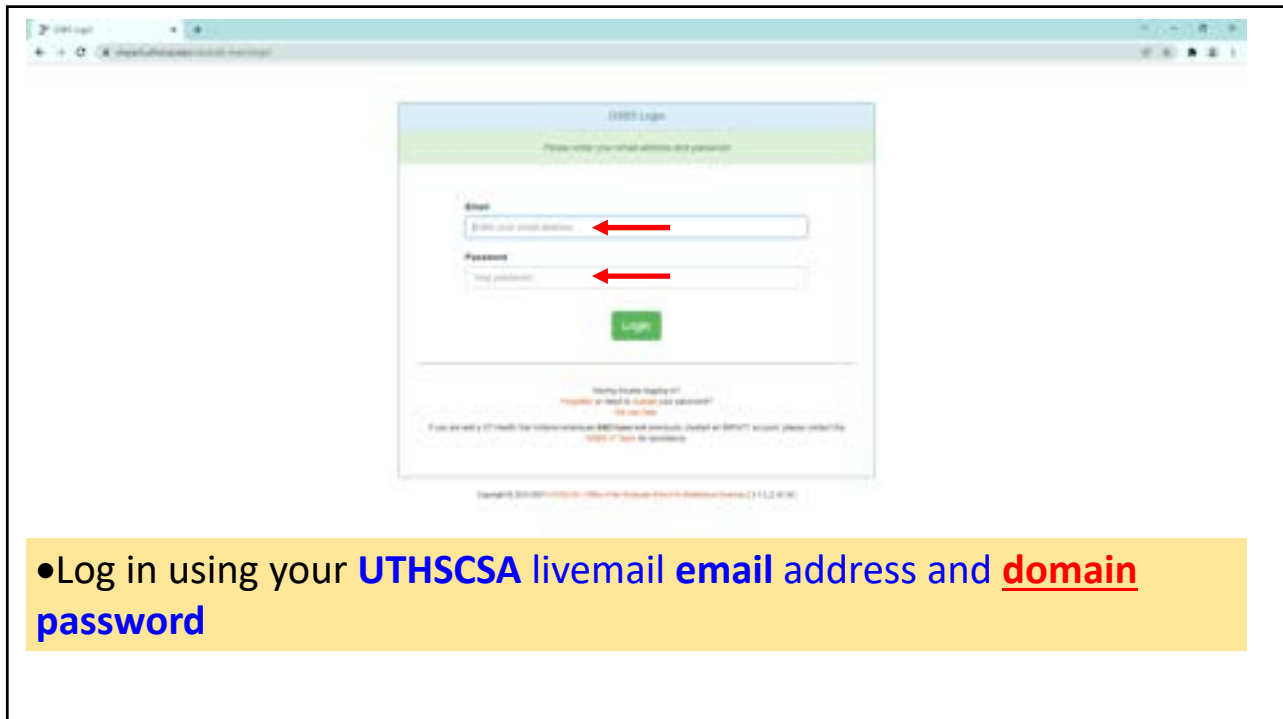
Instructions for Report on Final Oral Examination Forms

AKA Form 41/43

In a browser type in: <https://impact.uthscsa.edu/main/>



•We recommend using Google Chrome



•Log in using your **UTHSCSA livemail email address and domain password**

Instructions for Report on Final Oral Examination Forms aka Form 41/43

WELCOME TO IMPACT
Optionally select a role to the right, and then choose one of the jumping off points by selecting the appropriate button. Watch this page for up-to-date summary information below!

MY INFO
Click here to manage your IMPACT info.

PUBLICATIONS
Download and maintain your publications.

PRESENTATIONS
Document your presentations.

PENDING ...

Rotation Reports
Rotation reports are up to date.

- Select the **My info tab**

IMPACT
BRANDSHELD COLLEGE

Home - 4475

Operations
Access My Info

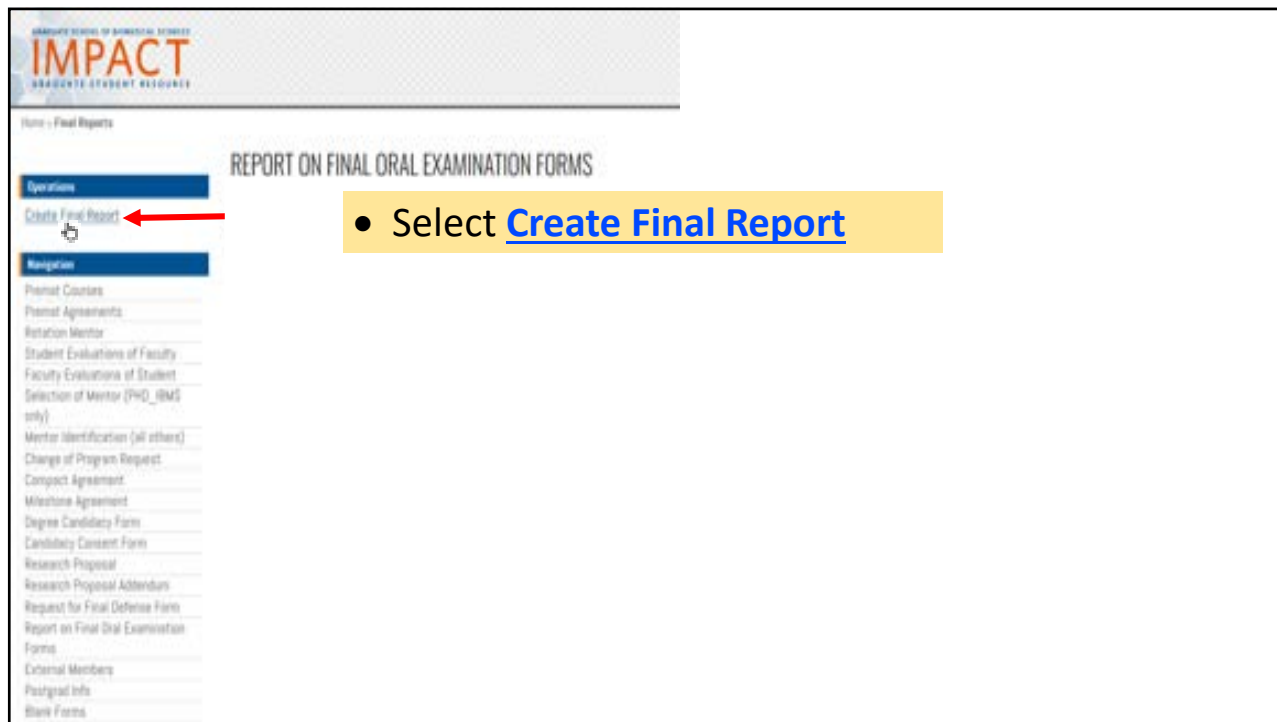
Navigation
Personal Center
Personal Agreements
Rotation Report
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PHD, PhD only)
Student Identification (all others)
Change of Program Request
Contract Agreement
Allocation Agreement
Degree Candidacy Form
Graduation Contract Form
Research Proposal
Research Proposal Information
Request for Final Defense Form
Report on Final Oral Examination Forms
Layover Worksheet
Foreign Fee
Bank Form

Publications
Presentations
Scholarships
Awards
Applications
Events
Employment
Resource Management

Offices
Student Services

- Select the **Report on Final Oral Examination Forms**

Instructions for Report on Final Oral Examination Forms aka Form 41/43



IMPACT
GRADUATE STUDENT RESOURCE

Home - Final Reports

REPORT ON FINAL ORAL EXAMINATION FORMS

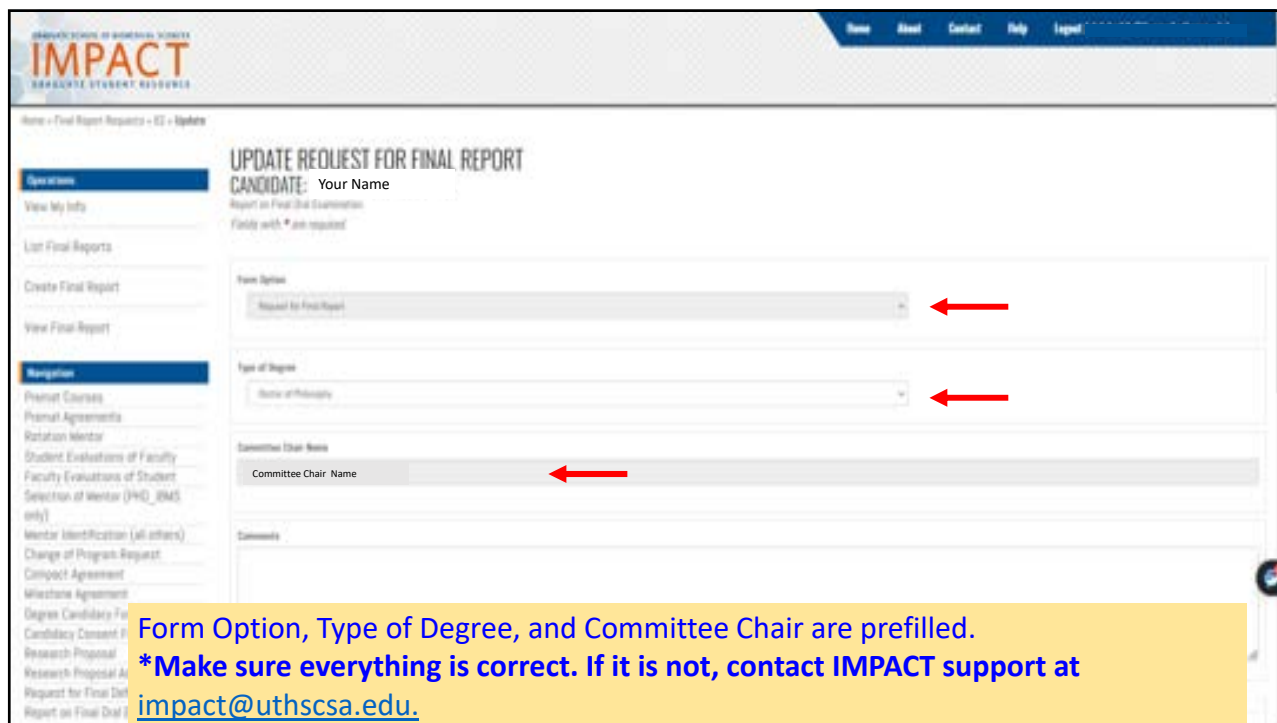
Operations

- Create Final Report** ←

Navigation

- Prereq Courses
- Prereq Agreements
- Rotation Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PhD_IBMS only)
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Milestone Agreement
- Degree Candidacy Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Form
- External Members
- Postgrad Info
- Blank Forms

- Select **Create Final Report**



IMPACT
GRADUATE STUDENT RESOURCE

Home About Contact Help Logout

Home - Final Report Requests - 02 - Update

UPDATE REQUEST FOR FINAL REPORT

CANDIDATE: Your Name

Report on Final Oral Examination

Faculty with * are required

Form Option

Request for Final Report ←

Type of Degree

Doctor of Philosophy ←

Committee Chair Name

Committee Chair Name ←

Comments

Form Option, Type of Degree, and Committee Chair are pre-filled.
***Make sure everything is correct. If it is not, contact IMPACT support at impact@uthscsa.edu.**

Instructions for Report on Final Oral Examination Forms aka Form 41/43

Committee Members:

1. Select the members of your committee from the dropdown
2. Define the type of member:
 - **Program/Discipline faculty**- an HSC faculty who is on the graduate faculty of the student's program/Discipline
 - **Non-program/non-Discipline HSC faculty**- HSC faculty who is NOT on the graduate faculty of the student's program/Discipline
3. Action Add/Delete
 - **Select the add action to add a committee member or select the delete action to delete a committee member**
 - *Repeat these steps until all your committee members are listed**
4. **Do you have an external Member?** An External member is someone who has no affiliation to UTHSCSA and is a part of your committee.
 - ****For a name to appear in the dropdown you should have previously filled out the External Member form. ******
 - If you have previously created an external member, select your External Member committee using the dropdown.
 - "If you have an external member on your committee, be aware that they will be required to approve and sign all IMPACT graduate forms. Therefore, it is imperative for you to complete the External Member form."*

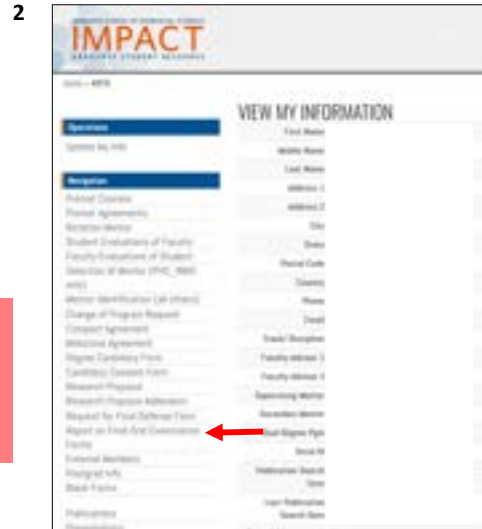
6. If you are ready to submit the form, change the **active field to YES**.
7. Sign the form by **checking** the box.
8. Submit the form by selecting **SAVE**.

Once you hit save your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

Note: (If the Active field is set to NO and the box is not checked, selecting the save button will save the form and allow for future updates.)

Instructions for Report on Final Oral Examination Forms aka Form 41/43

* Form 41/43 can be **UPDATED** if the Active option is still **NO** and the form **has not** been signed.



If you have not activated the form and it has not been signed, you can **update** the form by going to MY INFO and then selecting Report of Final Oral Examination Forms

Home - Final Reports

REPORT ON FINAL ORAL EXAMINATION FORMS

My Report on Final Oral Examination of PhD

ID	Student	Committee Chair (not required)	Active	Last Updated
Report on final Oral Examination #	Student name	Committee Chair (not required)	No	Last Updated: 2022-08-02 12:02:44

Displaying 1 of 1 result.

Hover your cursor over the ID: [Report on final Oral Examination #](#)
Reminder to update you must have not activated the form!
When it is not activated it will say Active: No

If you made a mistake and need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

Instructions for Report on Final Oral Examination Forms aka Form 41/43

The screenshot shows the IMPACT website interface. The main content area is titled "VIEW REPORT ON FINAL ORAL EXAMINATION #62". On the left, there is a sidebar with two sections: "Operations" and "Navigation". Under "Operations", the "Update Final Report" link is highlighted with a red arrow. The main content area contains a form with fields for Student Name, Student Signature, Form Expires, Comments, Type of Degree, Committee Chair, Chair Signature, Committee Members, Committee Signatures, External Committee Member Name, External Committee Member Email, External Committee Member Title, External Committee Member Institution, External Committee Member Signature, and External Committee Member Approval.

- Once your form opens, under the **Operations** pane, select **Update Final Report**.
- Your form will populate, and you can make updates as needed.

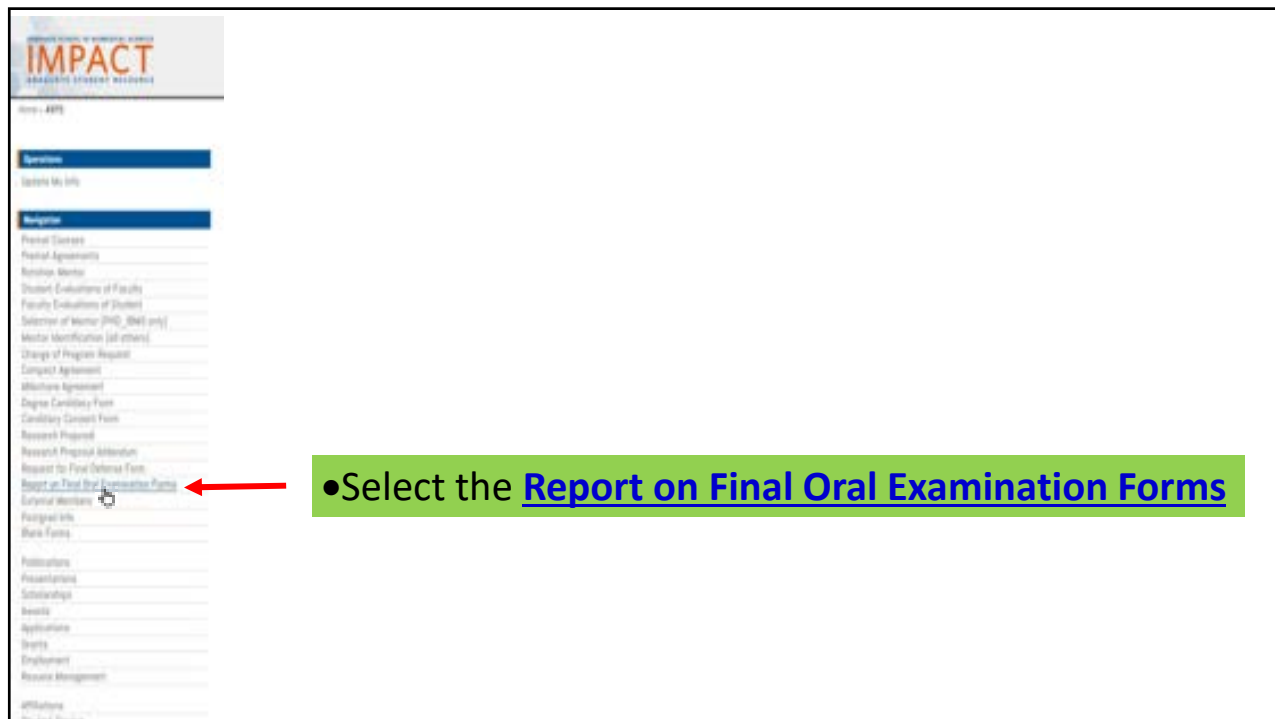
The screenshot shows a form submission page. The "Active" dropdown menu is set to "No". Below the dropdown, there is a checkbox labeled "Check Here to Sign the Request and Submit for Application" which is checked. A blue arrow points to the "Active" dropdown, and another blue arrow points to the checkbox. A red arrow points to the "Save" button at the bottom left.

- Any time changes are made make sure you hit the **SAVE** button.
- If you want to finalize and **submit** the form, change the active field to **YES** & sign the form by checking the box and then select the **SAVE** button.
- **Once you have selected YES, Checked the box for submission, and hit the save button your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.**

Checking The Status of Your Form



- Select the **My info tab**



- Select the **Report on Final Oral Examination Forms**

Instructions for Report on Final Oral Examination Forms aka Form 41/43



IMPACT
GRADUATE STUDENT RESOURCE

Home About Contact Help Log out

Home - Final Reports

REPORT ON FINAL ORAL EXAMINATION FORMS

My Report on Final Oral Examination of PhD

Student: Student name  

Committee Chair: Chair name

Active: No

Last Updated: 2022-08-02 10:02:44

Showing 1 of 1 result

Hover your cursor over the Form ID. When the name of the form turns blue and is underlined you can select the form: [Report on final Oral Examination #](#)

The form will open, and you will be able to see your form.

- Please note that if the form is active, you will not be able to edit the form.
- If the form was correctly submitted i.e., active and signed by you, you will be able to see where the form is for signature and who has already signed it.

Open items

- Create Final Report

Navigation

- Prereq Courses
- Prereq Agreements
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