

Instructions for Report on Final Oral Examination Forms

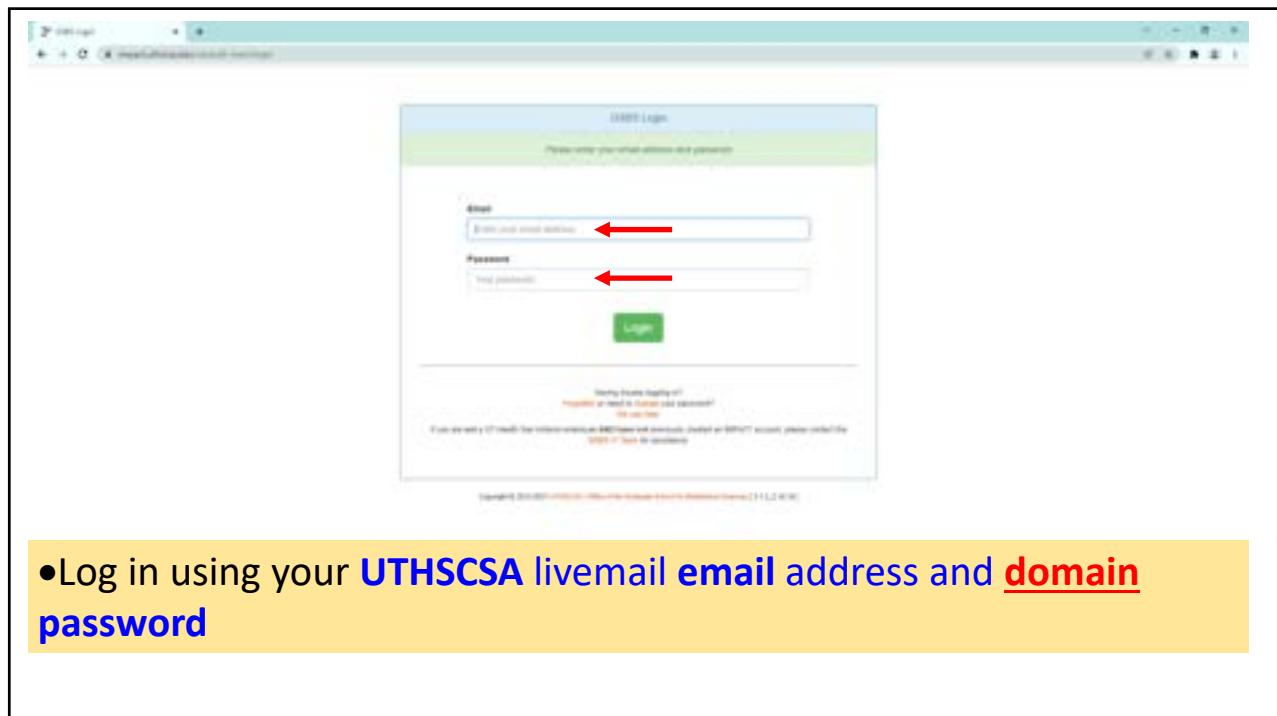
AKA Form 41/43

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

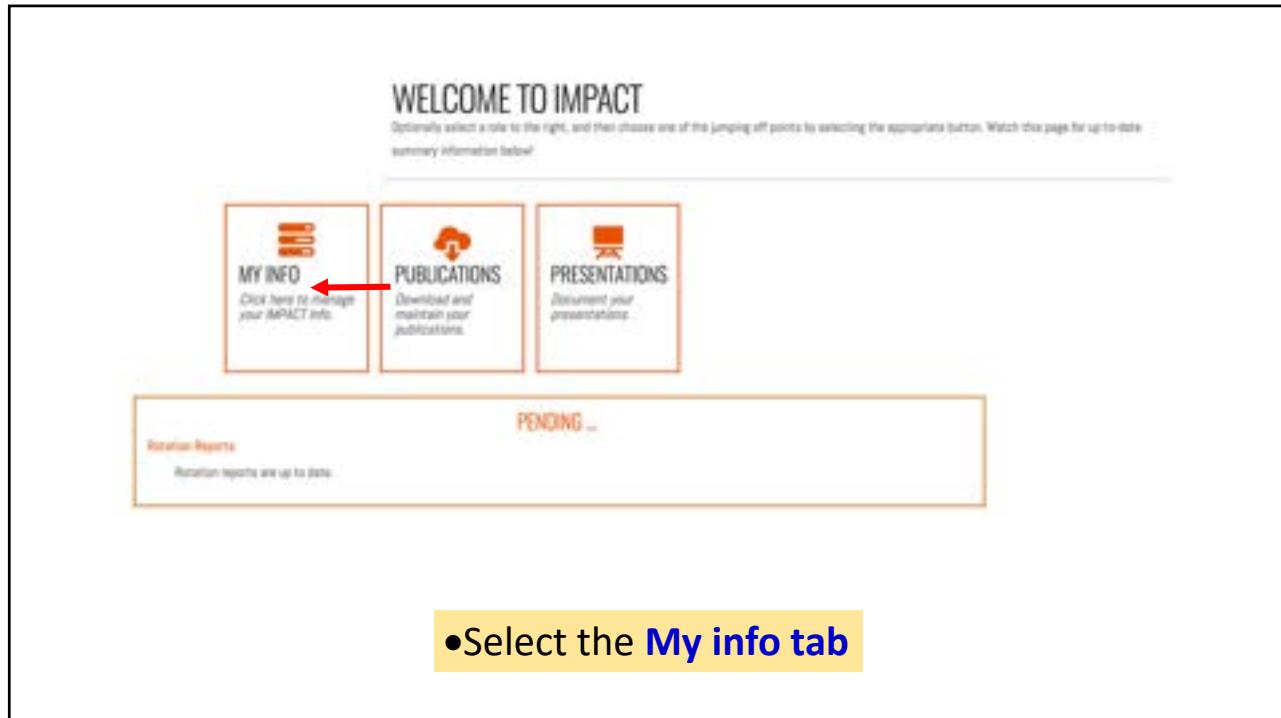


•We recommend using Google Chrome

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



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WELCOME TO IMPACT

Optional: 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

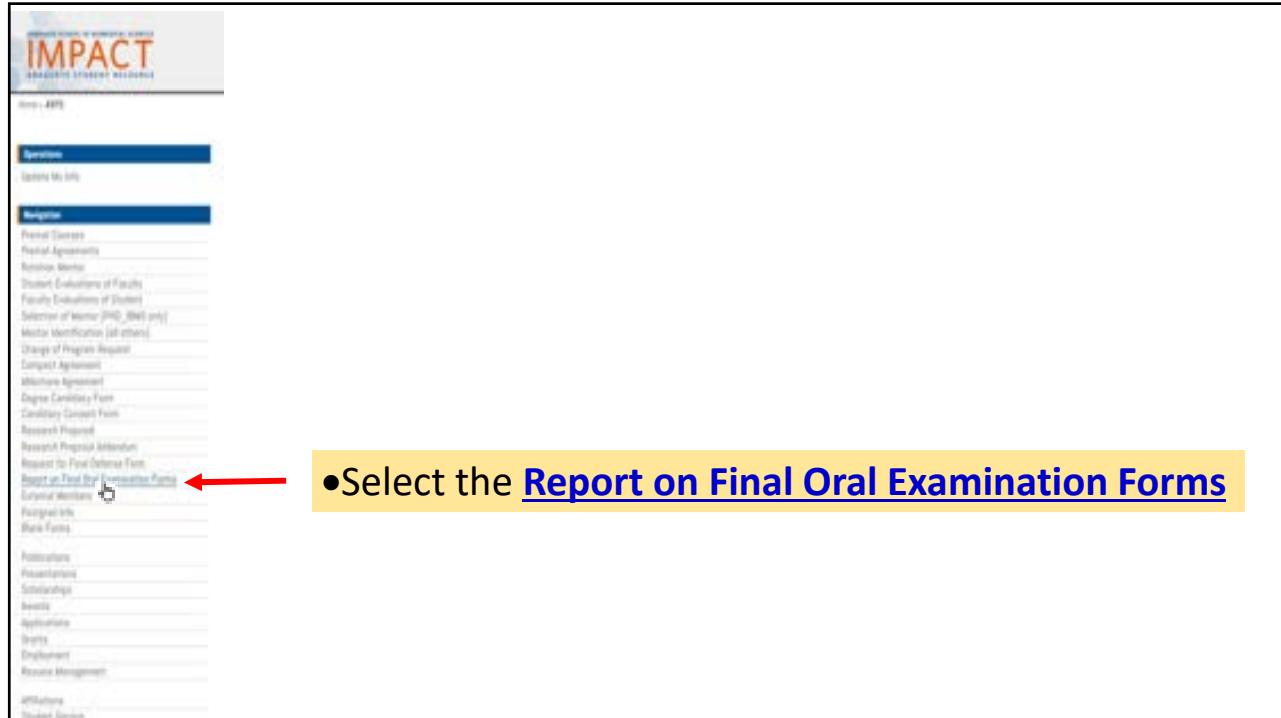
Document your presentations.

PENDING...

Rotation Reports

Rotation reports are up to date.

•Select the **My info tab**



IMPACT
Graduate Student Resource

Home | API

Navigation

Update My Info

Navigation

- Print Courses
- Print Agreements
- Request Metric
- Download Evaluations of Faculty
- Faculty Evaluations of Student
- Statement of Intent (PDF, 3MB only)
- Master Modification (all terms)
- Change of Program Request
- Contract Agreement
- Waiver Agreement
- Degree Candidates Form
- Graduate Council Form
- Research Proposed
- Research Proposal Approval
- Request for Final Defense Form
- Request an Test for Convocation Form
- Graduate Metrics
- Faculty Info
- Data Forms

Postdoctoral

Presentations

Scholarships

Awards

Appointments

Grants

Employment

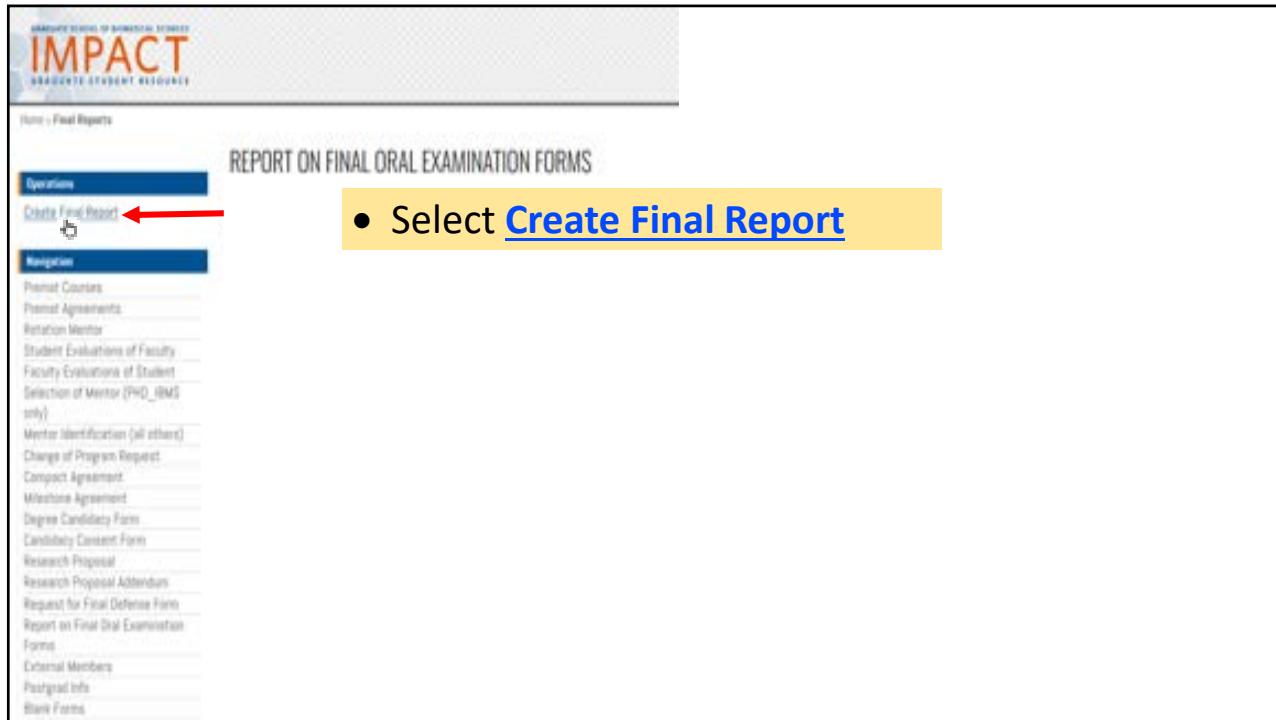
Resource Management

APIs

Graduate Service

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

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Home > Final Reports

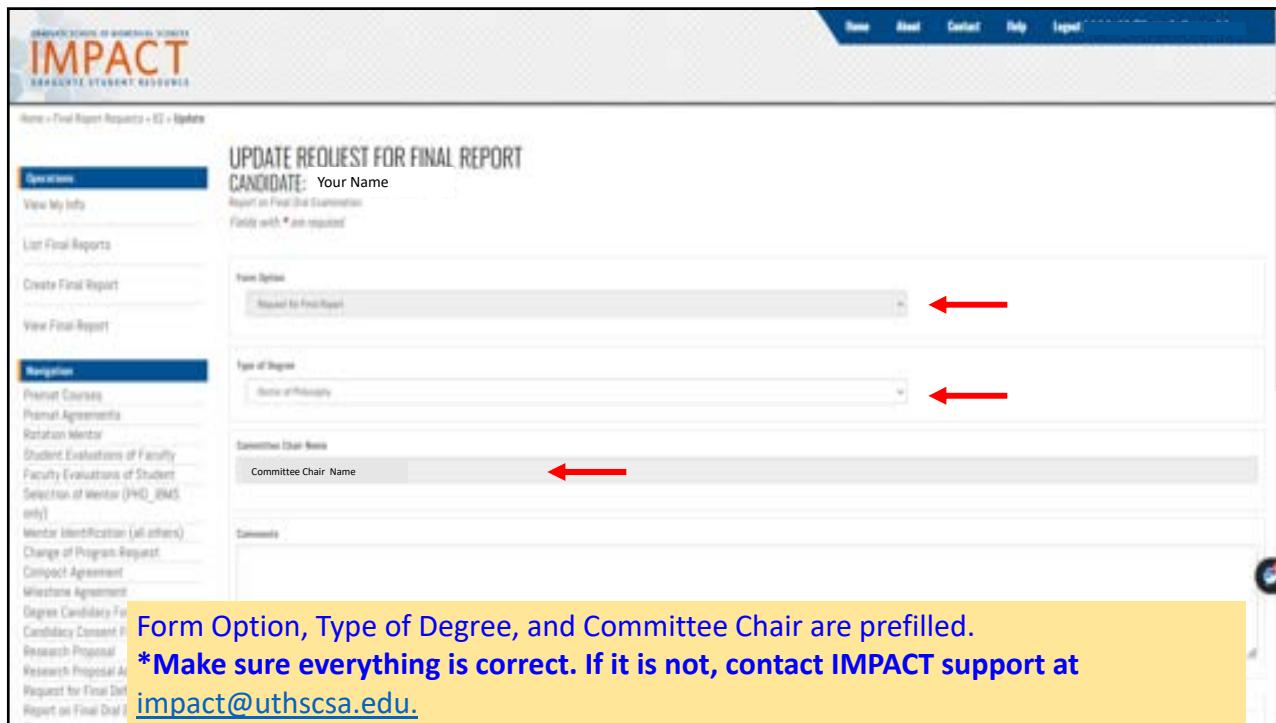
REPORT ON FINAL ORAL EXAMINATION FORMS

Operations

- Create Final Report** 

Navigation

- Premat Courses
- Premat 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
- Contract 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



Home > Final Report Requests > 41/43 > Update

UPDATE REQUEST FOR FINAL REPORT

CANDIDATE: Your Name

Report on Final Oral Examination

Fields with * are required

Operations

- View My Info
- List Final Reports
- Create Final Report**
- View Final Report

Navigation

- Premat Courses
- Premat Agreements
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- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PHD_IBMS only)
- Mentor Identification (all others)
- Change of Program Request
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- Blank Forms

Form Options

- Request for Final Report** 

Type of Degree

- Master 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**
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.

A screenshot of a website page titled 'WELCOME TO IMPACT'. The page features three service categories: 'BETTER', 'IMPROVEMENT', and 'PRE-SCREENING'. Each category has a small icon and a brief description. A red arrow points to the 'BETTER' category. At the bottom of the page, there is a 'PRINT...' button and a 'PRINT' link.

VIEW MY INFORMATION	
Spousal	First Name Middle Name Last Name Address 1 Address 2 City State Postal Code Country Phone Email
Residence	Address 1 Address 2 City State Postal Code Country Phone Email
Employment	Faculty Description Faculty Address 1 Faculty Address 2 Supervising Mentor Academic Advisor Academic Advisor Type Social ID Institutional Email Name Last Name Phone Email
Professional	Professional Description Professional Address 1 Professional Address 2 Last Name First Name Phone Email
Personal	Personal Description Personal Address 1 Personal Address 2 Last Name First Name Phone Email

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



REPORT ON FINAL ORAL EXAMINATION FORMS

Report on Final Oral Examination # 1021

Student: Student name
Committee Chair: Dr. J. M. Smith
Active: No

Last Updated: 10/22/18 09:13:21 AM

Displaying 1 of 1 result.

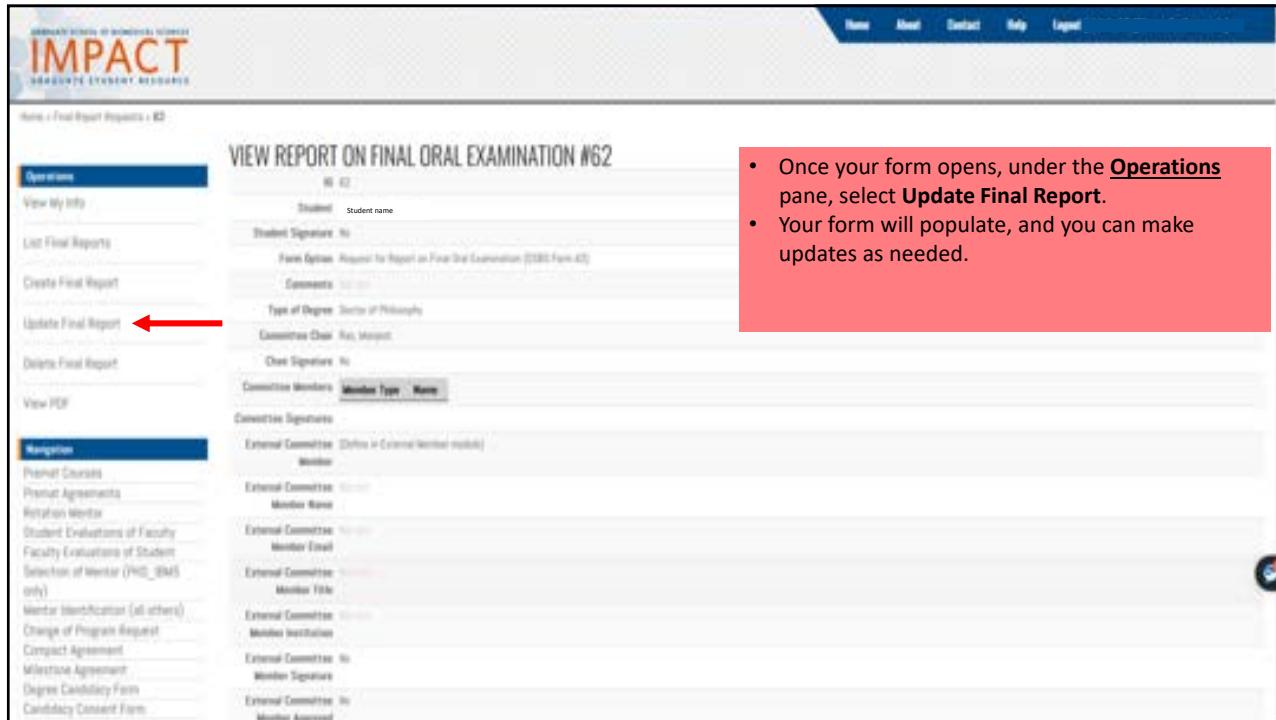
Hover your cursor over the ID: [Report on final Oral Examination #](#)

Reminder to update you must have not activated the form!

When it is not activated it will say Active: No

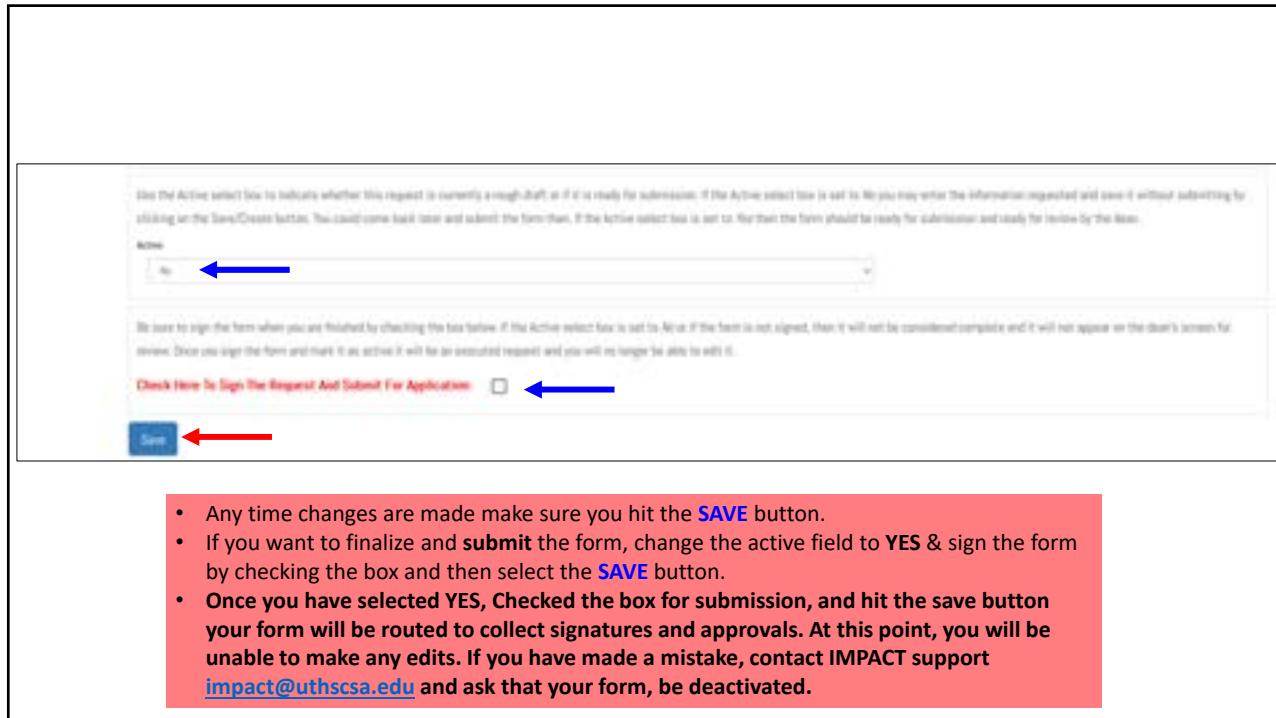
If you made a mistake and need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

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



The screenshot shows the IMPACT system interface. The top navigation bar includes links for Home, About, Contact, Help, and Logout. The main content area is titled 'VIEW REPORT ON FINAL ORAL EXAMINATION #62'. On the left, there is a sidebar with the 'Operations' tab selected, containing links for View My Info, List Final Reports, Create Final Report, Update Final Report (with a red arrow pointing to it), Delete Final Report, and View PDF. The main form area contains fields for Student name, Student Signature, Form Options (Request for Report on Final Oral Examination (41/43 Form 43)), Comments, Type of Degree (Master of Philosophy), Committee Chair (Prof. Monash), Chair Signature, Committee Members (with tabs for Member Type and Name), Committee Signatures, and External Committee (with tabs for Member, Member Name, Member Email, Member Title, Member Institution, Member Signature, and Member Approved). A red box highlights the 'Operations' pane and the 'Update Final Report' link.

- 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 the 'Update Final Report' form. It includes a note about the 'Active' select box indicating whether the report is a rough draft or ready for submission. The 'Active' field is set to 'No' (with a blue arrow pointing to it). Below this, there is a note about signing the form. A red box highlights the 'Active' field, the 'Check Here To Sign The Request And Submit For Approval' checkbox (with a blue arrow pointing to it), and the 'Save' button (with a red arrow pointing to it).

Use the Active select box to indicate whether this request is currently a rough draft, or if it is ready for submission. If the Active select box is set to No you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to Yes then the form should be ready for submission and ready for review by the Dean.

Active No 

Please sign the form when you are finished by checking the box below. If the Active select box is set to No or if the form is not signed, then it will not be considered complete and it will not appear on the dean's screen for review. Once you sign the form and mark it as active it will be an executed request and you will no longer be able to edit it.

Check Here To Sign The Request And Submit For Approval: 

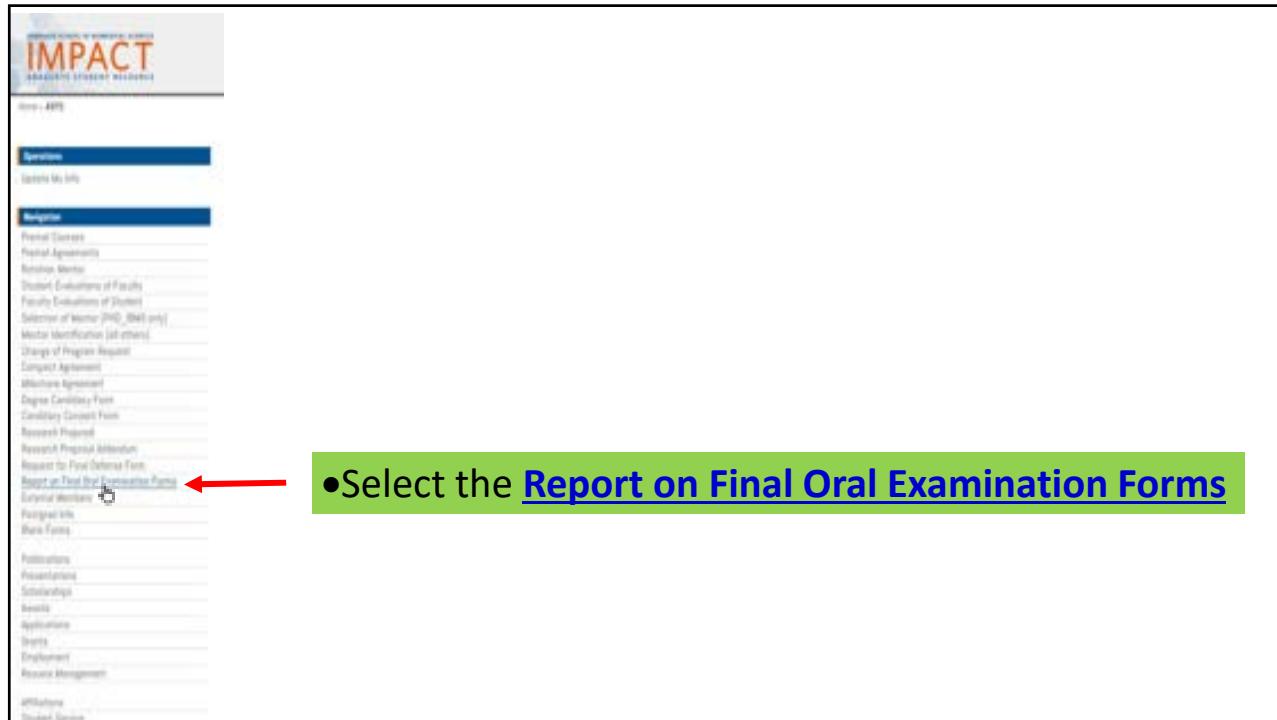
Save 

- 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

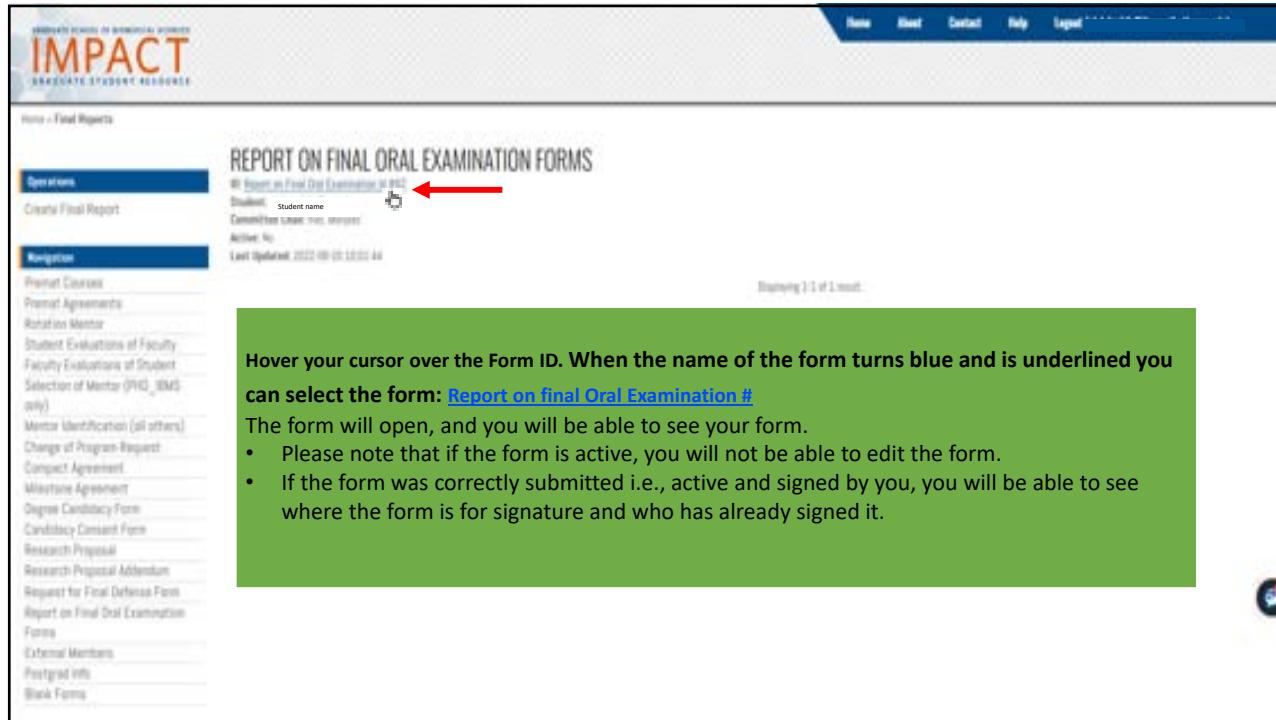


The screenshot shows the IMPACT homepage. At the top, a green bar reads "Checking The Status of Your Form". Below it, the "WELCOME TO IMPACT" section has three tabs: "MY INFO" (with a red arrow pointing to it), "PUBLICATIONS", and "PRESENTATIONS". A "PENDING ..." box is visible. A callout box with a red border and yellow background contains the instruction "•Select the **My info** tab".



The screenshot shows the IMPACT navigation menu. A red arrow points to the "Report on Final Oral Examination Forms" link under the "Reports" section. A callout box with a red border and yellow background contains the instruction "•Select the Report on Final Oral Examination Forms".

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



REPORT ON FINAL ORAL EXAMINATION FORMS

Report on Final Oral Examination #41/43

Student: Student name
Committee Chair: Chair, Report
Active: No
Last Updated: 2022-08-22 12:00:44

Displaying 1/1 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.