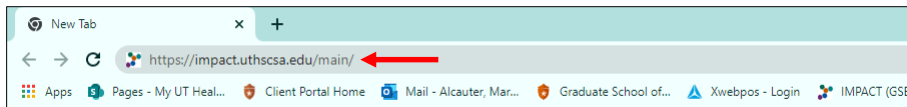


Instructions for Request for Final Defense Form


AKA Form 40

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



•We recommend using Google Chrome

Instructions for Request for Final Defense Form (aka Form 40)



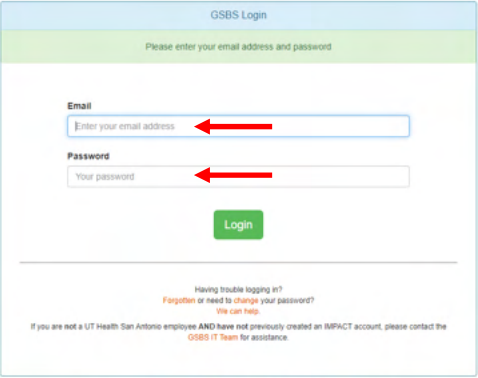
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home
About
Contact
Help
Login

WELCOME TO IMPACT

This is IMPACT, the student database website sponsored by the Graduate School of Biomedical Sciences (GSBS) at UTHSCSA. IMPACT is a revolutionary and robust new way to keep track of student and faculty information going back several years. IMPACT makes many routine student request processes easy and fast, since the relevant data is updated instantly for others to act on it. Additionally, IMPACT calculates many standard, time-consuming reports instantly.

- Log in using **livemail email address** and **domain password**



GSBS Login

Please enter your email address and password

Email
Enter your email address

Password
Your password

Login

Having trouble logging in?
Forgotten or need to change your password?
We can help.

If you are not a UT Health San Antonio employee AND have not previously created an IMPACT account, please contact the GSBS IT Team for assistance.

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

Instructions for Request for Final Defense Form (aka Form 40)

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**

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home » 180

Operations
Update My Info

Navigation
Premat Courses
Premat Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor
Change of Program Request
Compact Agreement
Milestone Agreement
Research Proposal
Request for Final Defense Form
Degree Candidacy Form
Postgrad Info
Blank Forms

Publications
Presentations
Scholarships
Awards
Applications

VIEW MY INFORMATION

Student ID
First Name
Middle Name
Last Name
Address 1
Address 2
City
State
Postal Code
Country
Phone
Email
Track/ Discipline
Faculty Advisor 1
Faculty Advisor 2
Supervising Mentor
Secondary Mentor
Dual Degree Pgm

●Select the **Request for Final Defense Form**

Instructions for Request for Final Defense Form (aka Form 40)

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home » Defense Requests

DEFENSE REQUESTS (FORMS 40)

No results found.

Operations

- Create Defense Request
- Manage Defense Requests

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
- 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 Forms
- External Members
- Postgrad Info
- Blank Forms

- **Select Create Defense Request**

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home About Contact Help Logout

Home » Defense Requests » Create

CREATE DEFENSE REQUEST CANDIDATE:

Request for Final Defense and Oral Examination (form 40)
*Fields with * are required.*

Form Option Id
Defense Request

Date and Time * **1**

Room No. * **2**

(Scheduling of the room is done through Academic Scheduling, Student Services, ext. 7-2657.)

Type of Degree
Ph.D.

Research Title * **3**

Committee Chair Name **4**

1. Select the Time and Date of your defense
2. Enter the Room No. or **TBD** if you do not have Room Number yet.
3. Enter your Research Title.
4. **Your Committee Chair should be prefilled.**

Instructions for Request for Final Defense Form (aka Form 40)

5. Select the members of your committee from the dropdown
6. 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
7. 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**
8. **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."

9. Upload **PDF** copies of your documents (**All documents must be in PDF form**)
10. If you are ready to submit the form, change the **active field to YES**.
11. Sign the form by **checking** the box.
12. Submit the form by selecting **Create**.

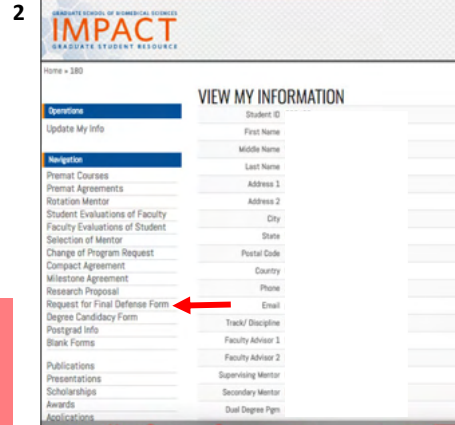
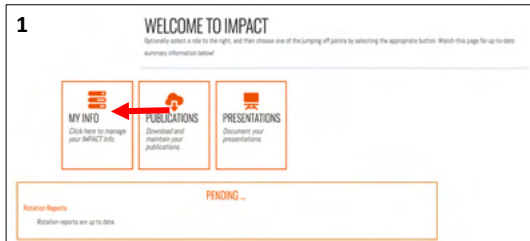
Once you hit save your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

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

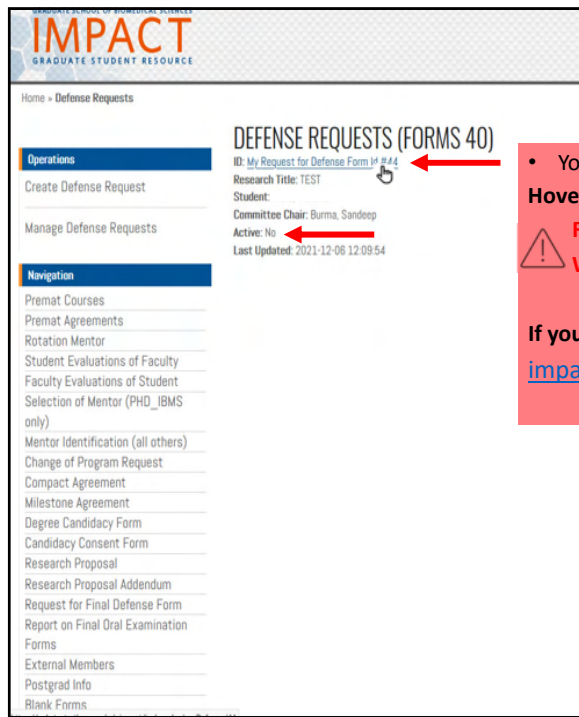
Instructions for Request for Final Defense Form (aka Form 40)

Making Updates

* Form 40 can be **UPDATED** if **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 Request for Final Defense Form



- You will get a list of all the defense requests you have created.
- Hover your cursor over the ID: [My Request for Defense Form Id #](#)
- 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 Request for Final Defense Form (aka Form 40)

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home » Defense Requests » 44

VIEW DEFENSE REQUEST #44

ID 44

Research Title TEST

Student [Redacted]

Student Signature No

Form Option Id Request for Final Defense and Oral Examination (GSBS Form 40)

Date and Time 2021-12-31 00:00:00

Room No. TBD

Type of Degree Ph.D

Committee Chair [Redacted]

Chair Signature No

Member Type	Name
Program/Discipline Faculty	Abdul-Ghani, Muhammad

Name	Date	Approved
Muhammad Abdul-Ghani		Waiting for approval

External Committee Member (Define in External Member module)

External Committee Member Name Not set

External Committee Member Email Not set

External Committee Member Title Not set

External Committee Member [Redacted]

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

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

Be sure to 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 Application:

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.**

Instructions for Request for Final Defense Form (aka Form 40)

Checking The Status of Your Form

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!

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PENDING ...

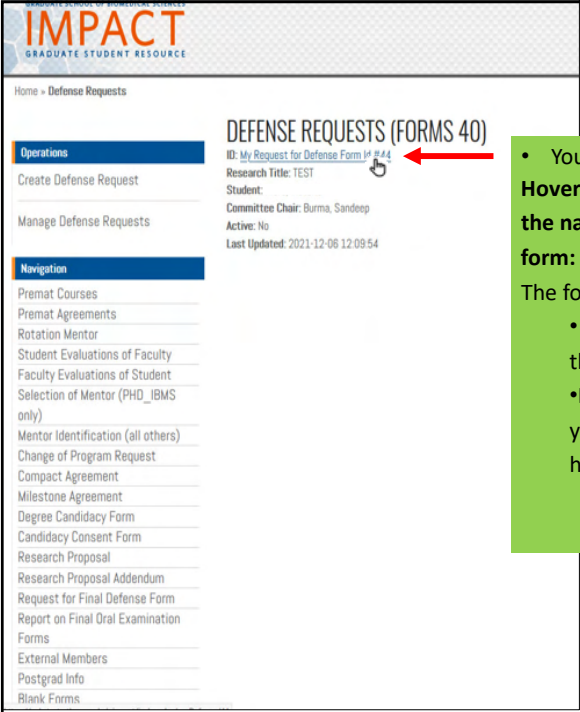
Rotation Reports
Rotation reports are up to date.

•Select the **My info tab**

- 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
- 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
- Forms
- External Members
- Postgrad Info
- Blank Forms
- Publications
- Presentations
- Scholarships
- Awards
- Applications
- Grants
- Employment
- Resume Management
- Affiliations
- Student Service

•Under the Navigation list on the left-hand side:
•Select the **Request for Final Defense Form**

Instructions for Request for Final Defense Form (aka Form 40)



The screenshot shows the IMPACT Graduate Student Resource website. The main content area is titled "DEFENSE REQUESTS (FORMS 40)". Below this title, there is a list of requests. The first request is highlighted in blue and underlined, with a red arrow pointing to it. The details for this request are:

- ID: [My Request for Defense Form Id #44](#)
- Research Title: TEST
- Student:
- Committee Chair: Burma, Sandeep
- Active: No
- Last Updated: 2021-12-06 12:09:54

The left sidebar contains navigation links under "Operations" and "Navigation".

Operations

- Create Defense Request
- Manage Defense Requests

Navigation

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- Report on Final Oral Examination Forms
- External Members
- Postgrad Info
- Blank Forms

- You will get a list of all the defense requests you have created. **Hover your cursor over the [My Request for Defense Form Id #.](#) When the name of the form turns blue and is underlined you can select the form: [My Request for Defense Form Id #.](#)**

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.