

Procedures for Submitting Graduation Paperwork during GSBS Office Closure Period

Please remember that if you wish to graduate in a particular term, all requirements and exit paperwork must be submitted by last day of the final exam week.

The GSBS Administrative Offices are currently closed and many faculty are not available on campus. Please follow the instructions below until further notice:

Defense and Thesis/Dissertation Forms

Includes: Petition for Defense

1. Download the fillable forms available on the GSBS website and fill in all information including the names of faculty and program directors, who need to approve it. For signature fields (including your own) enter "See email". Type all fields, do not scan the form.
2. Email the form as a PDF with title as "*Form name – your name*" (e.g. *PhD Defense – John Doe*) to your program director and all committee members. Subject line of the email should be "PhD defense -*your name*" or "MS defense -*your name*". In your email, ask the faculty to "reply all" to your email stating "I approve" in the text field.
3. Please monitor whether all the faculty reply, if any do not within 24 hours, then please follow up with them individually.
4. Combine the forms and approval emails into one single PDF file and send to the gsbs.gradteam@uth.tmc.edu.
5. Include two versions of your dissertation/thesis – stripped down version for Turnitin plagiarism check and the full version for format check. If you find that your dissertation/thesis is too big, please use UT Share to send it to the gradteam

Defense forms completed by Advisor

Includes Results of Defense, Selection of Area/s of Concentration and Evaluation of Defense

1. Prior to the defense, the student should email these forms to the advisor.
2. After the defense, the advisor should consult with the committee and fill out the forms electronically and email them back to the student.
3. The student should email these forms (see above) with copies to all committee members and the program director as outlined in steps 2-4 above. Subject line of the email should be "PhD defense result -*your name*" or "MS defense result -*your name*".
4. All three forms along with approval emails should be sent in a single PDF file to gsbs.gradteam@uth.tmc.edu . If a committee member chooses to sign the form using a digital facsimile signature, please be sure to include the email that was sent to you by said member

Note: If you have a substitute faculty member serving in place of one of your committee members at the defense, then the substitute faculty member should also email their approval of the forms.

Submission of Thesis/Dissertation Cover Sheet

Traditionally each of your committee members signs this form once they approve of your final revised thesis or dissertation. It is then submitted to the GSBS for the deans to sign. If you still wish to do that, you can try to obtain your committee member's signatures and submit a high-quality scan of the document (see below) to the GSBS by email. If ink signatures are too difficult to obtain, the preferred method would be to have all faculty append digital facsimile signatures to the same form. Other forms of electronic signatures are also acceptable but ultimately you will need to submit a single page with all committee member signatures. When submitting a document with any electronic signatures to the GSBS, please use the procedure above – i.e. copy all members of your committee and ask them to “reply all” with “I approve”. The email responses can be forwarded to gsbs.gradteam@uth.tmc.edu.

GSBS Exit Clearance Form

- 1) Fill out the form with your complete name and myUTH student id #
- 2) Email the form as a PDF with subject title as “Exit Clearance Form - your full name to the following department/staff below who are required to sign the form:

Ms. Gloria D’Agostino (GSBS front desk), Gloria.L.Dagostino@uth.tmc.edu

Mr. Michael Valladolid (GSBS IT), Alfred.M.Valladolid@uth.tmc.edu

Ms. Elisabet Lau (GSBS Finance and Personnel), Elisabet.Lau@uth.tmc.edu

Ms. Medhanit Zekarias (for MDA funded students and students in the Genetic Counseling program), mzekarias@mdanderson.org

Office of Student Financial Services, Elena.R.Garza@uth.tmc.edu

Office of International Affairs – utoiahouston@uth.tmc.edu (international students)

Bursar’s Office – Bursar@uth.tmc.edu

In your email, ask the department/staff to use “reply all” when responding to your email stating “student cleared” in the text field once they have finished on your exit process with their office.

Please monitor whether all the parties concerned have responded and, if any do not within 24 hours, then please reach out to them individually. Forward the responses you receive to Bunny Perez (Lourdes.V.Perez@uth.tmc.edu).

- 3) Be sure to set up an appointment for your Alumni interview with Dr. Cherilynn Shadding at <https://calendly.com/cherilynn-shadding>. Dr. Shadding will notify Bunny once you have completed the interview process with her.
- 4) For the Office of Academic Affairs exit interview, please contact the following to schedule an interview either by telephone or Webex :

PhD students - Dr. Natalie Sirisaengtaksin

Natalie.Sirisaengtaksin@uth.tmc.edu; 713/500-0870

MS students – Ms. Nicolle Patterson

Nicolle.L.Patterson@uth.tmc.edu; 713/500-9886

They will inform Bunny once your interview has been completed

- 5) Department Administrator/Manager – please have the administrator send an email to Bunny Perez at Lourdes.V.Perez@uth.tmc.edu that they are aware that you are cleared for graduation after they are satisfied that you have met the administrative requirements of the department (e.g. keys returned, surrender of lab notebook or any equipment loaned to you while a student, etc....)

Student ID Badge

Please return your student id badge by mail to:

Graduate School

P.O. Box 20334

Houston, TX 77225-0334

Attn: Bunny Perez

Scanning forms and other paperwork:

All documents submitted to our office will be reviewed after which they will become a part of your student record. You may find it necessary to scan the coversheet or one of forms and if so, electronic scans must be of high quality including the following features:

1. Cropped exactly to the edges of the page. No borders.
2. Normal proportions for letter size paper.
3. Text should be well defined and legible. But the size of the document should not exceed 2 MB.
4. Brightness/lighting should be uniform.
5. Submitted in PDF format

Scans that do not conform to the above will be returned.