Procedures for Submitting Graduation Paperwork during GSBS Office Closure Period

Please remember that if you wish to graduate in the Spring Semester all requirements and exit paperwork must be submitted by May 1, 2020.

The GSBS Administrative Offices are currently closed and many faculty are not available on campus. This will necessitate a different approach to the completion of graduation forms and exit paperwork. Please follow the instructions below until further notice:

Defense and Thesis/Dissertation Forms
Includes: Petition for Defense, Selection of Areas of Concentration

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. Signatures are not required.
2. Email the form as a PDF with title as “your name-form name” to the gsbs.gradteam@uth.tmc.edu and copy your program director and all committee members who attended the defense. Subject line of the email should be “PhD defense result-your name” or “MS defense result-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. GSBS will acknowledge receipt when the director and committee members have replied.

Defense forms completed by Advisor
Includes Results of Defense, Evaluation of Defense

1. Prior to the defense, the student should email these two forms to the advisor.
2. After the defense, the advisor should consult with the committee and fill out the two forms electronically and email them back to the student. Signatures are not needed.
3. The student should email these forms along with the Selection of Areas of Concentration form (see above) to gsbs.gradteam@uth.tmc.edu with copies to all committee members as outlined in steps 2-4 above.
4. All three forms should be sent in a single email.

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

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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 digital 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 digital signatures to the GSBS, please use the procedure above – copy all members of your committee and ask them to “reply all” with “I approve”. The email in all cases can be sent to gsbs.gradteam@uth.tmc.edu

GSBS Exit Form

1) Fill out the form with your complete name and myUTH student id # (email Bunny if you don’t remember your student id #)

2) Email the form as a PDF with title as “your last name – Exit Clearance Form” to the following department/staff below who are required to sign the form:

   Mr. Michael Valladolid (for 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), mzekarias@mdanderson.org
   Office of Student Financial Services (pending information)
   Office of International Affairs - email (utoiahouston@uth.tmc.edu) – only for international students

   Subject line of the email should be “your full name – Exit Clearance Form”. Please copy Bunny Perez in this email. In your email, ask the department/staff to “reply all” 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.

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 – Ms. Brenda Gaughan at brenda.gaughan@uth.tmc.edu; 713/500-9870
   MS students – Dr. Kelly Moore at https://calendly.com/kelly-moore-phd; 713/500-9874
   They will inform Bunny once your interview has been completed

5) Department Administrator – please have the administrator send an email to Bunny at Lourdes.V.Perez@uth.tmc.edu that they are aware that you are cleared for graduation

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6) Program Manager/Coordinator – no signature needed; they will be notified that you are done once you have completed the exit process

7) Bursars Office – no signature needed at this time; our office will work from a list of pending graduates to confirm that you have been cleared by that office

**Scanning forms and other paperwork:**
All documents submitted to our office will be reviewed by the Deans and/or the Academic Standards Committee after which they will become a part of your student record. It should not be necessary to scan graduation forms as no signatures are needed at this time. However, you may find it necessary to scan the coversheet or one of forms. 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.