

Milestones and Tips from Qualifying Exam through Graduation

I. Qualifying Exam

- a) Once a student has taken their Written and Oral Qualifying Exam the program director needs to send an email to the Graduate School stating the student has passed and is ready to move into candidacy.
- b) The Graduate School will send a letter to the student, coordinator, and enrollment services stating the student has passed, at that point the student has 3 terms to enter candidacy.
- c) The student then builds a supervisory committee with assistance from their mentor and program director.

II. Applying for Candidacy

- a) Applications for Candidacy can be found at the link below. Usually a student will bring the application to the program coordinator to review and obtain the program directors signature, at this time please make sure the application is COMPLETE. It will need to include the committee members with contact information, the proposal, the compact agreement form and a Gantt chart.

https://ispace.utmb.edu/xythoswfs/webui/xy-e15192810_1

- b) The student will submit the candidacy application to the Graduate School for processing. The Graduate School will send an announcement admitting the student into candidacy, a copy will be sent to the student, program coordinator, committee members and Enrollment Services.

III. Request for Final Oral Defense (PhD only)

- a) When a student has completed their Dissertation and they are ready to defend the student and the committee will need to agree on a date, time and place. Once that has been determined the student will need to submit a Request for Final Oral Exam form to the GSBS office. (Link to form below). All members of the committee must sign the form and agree to attend the final oral exam; this must be done two-weeks **before** the date of the final oral. The Graduate School will then send an announcement to all students and faculty, as well as posting the announcement to the daily announcement website

https://ispace.utmb.edu/xythoswfs/webui/xy-e15193133_1

- b) A final copy of the student's dissertation needs to be submitted to the committee three weeks before the final oral exam so that the committee has ample time to read it and prepare any questions.

IV Report of Final Oral Defense

- a) When students arrive at the final defense it is the graduate school's suggestion that they take a copy of the report of final oral exam form as well as the signature page for their dissertation with them (Link to forms below). Both of these pages **must** be signed by all committee members in black ink. The best time to do this is at the defense when the student is sure to have all the committee members together.

https://ispace.utmb.edu/xythoswfs/webui/xy-e15193129_1

https://ispace.utmb.edu/xythoswfs/webui/xy-e15702429_1

- b) After the final defense and once the student has made all of the corrections deemed appropriate by the committee the program director must run the dissertation through the iThenticate process (This step is also required for masters students). Once the dissertation/thesis has been approved by the program director the student must then submit the final version of the dissertation/thesis to the graduate school for final approval before submitting it to the ETD website. When submitting the final version to the graduate school the student must include a copy of the iThenticate report along with the dissertation/thesis. The site for obtaining the iThenticate report is below along with the ETD website link and instructions.

https://ispace.utmb.edu/xythoswfs/webui/xy-e15193110_1

<https://gsbs.utmb.edu/current-students/ready-for-graduation/electronic-thesis-dissertaion>

V Graduation Final Steps

- a) After a student has submitted their dissertation/thesis for committee review they need to download the final graduation packet from the website (Link below). This packet **must** be completed and returned to the graduate school by the deadline date on the academic calendar for that term in order for the student to graduate.

https://ispace.utmb.edu/xythoswfs/webui/xy-e17387514_1

b) One of the steps mentioned in the graduation packet is the clearing of the student's degree audit. The coordinator of the program needs to work with the student to make sure all items on the degree audit are clear. The only item on the audit that the coordinator and the student do not need to be concerned with is the section that relates to the clearing of the dissertation/thesis. The graduate school and enrollment services will clear that section when everything else has been processed. If audits are not cleared before the graduate school submits the ballot to the faculty for approval, the student cannot be included on the ballot. If a student does not make it onto the ballot they do not graduate.

* If you have any questions or concerns please contact the graduate school directly.