

CHECKLIST FOR GRADUATION

_____ Copyright Disclaimer (signed & Dated)

_____ Survey of Earned Doctorates – Ph.D. Students Only

<https://sed-ncses.org>

There is a certificate of completion on the site, you must print it and give it to Laura Teed

_____ Title Page & Abstract – one copy

_____ Signature Sheet - signed by all committee members

_____ Picture for Commencement submitted via e-mail

(lcteed@utmb.edu)

_____ Graduate Information Form – Online- print and submit

<https://gsbs.utmb.edu/gsbsforms/gradinfoform.aspx>

_____ Advisement Report – Make sure each section shows satisfied except for the dissertation/thesis section. (GSBS clears that)

_____ Final Oral Page - signed by all committee members

_____ Diploma Name Card (fill out in Mystar)

_____ Graduation Fee (pay using Mystar)

_____ Campus Agreement Student Microsoft Software License

_____ Permission Form for Photo Use

_____ Dissertation or Thesis Submitted to ETD Website

<http://www.gsbs.utmb.edu/etd>

_____ Article in Lieu of Thesis (for MMS Students)

_____ Exit interview – Make appointment with Dr. Joan Nichols

jnichols@utmb.edu

_____ If required by your milestone agreement form that you apply for external funding you must have done so to graduate (PhD Students)

Submit all materials to Laura Teed, Levin Hall 4.429

General Timeline and Instructions

1. Download templates and directions from the GSBS/ETD website
<http://www.gsbs.utmb.edu/etd>
2. No later than four weeks prior to your defense you must give a copy of your Thesis/Dissertation to all your committee members.
3. At this time you will need to print a graduation packet as well
http://gsbs.utmb.edu/pdf/Graduation_Packet.PDF. This packet must be completed by the due date (located on the academic calendar) and returned to Laura Teed, Levin Hall 4.429.
4. After your committee has reviewed your Thesis/Dissertation you will need to get them to sign the "Request for Final Oral Examination" (forms found on the GSBS website). After it has been completed it must be submitted to the graduate school office no later than two weeks prior to the date of the defense. A copy of your vita and summary need to be included with this form. (outside committee members can email a copy) lcteed@utmb.edu.
After your committee has approved your Thesis/Dissertation you may send a copy to the graduate school for final review.
5. Go to <http://www.gsbs.utmb.edu/gsbforms/gradinfoform.aspx> and fill out the graduation information form. If you do not complete all of the form or leave fields blank **YOU WILL NOT GRADUATE**.
6. Prior to your defense you will need to print a copy of the "Report of Final Oral" and a copy of the Thesis/Dissertation signature page. Please take these forms with you to the final defense. You will need to get both forms signed by all your committee members. This is easier to accomplish at the final defense than to track them all back down again later. The graduate school must have "both original" forms with original signatures before you may graduate.
7. After you have completed your final defense please make any corrections that your committee may require and the Associate Dean deem necessary. After you have made all corrections then you may download it to the ETD website. (do not submit it until corrections have been made). You will have a maximum of 90 days from the date of your oral defense to turn in all graduation materials. (Sooner if your pushed for time and want to graduate in a specific term).
8. At this time you will need to submit the final graduation packet with all the items completed to the graduate school office.
9. When leaving UTMB you must do an exit interview with HR as well as the Associate Dean for the graduate school. You may contact Dr Nichols via email, jnichols@utmb.edu to make an appointment to meet with her for the GSBS exit interview.

Congratulations, you have earned your degree!!!

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THE UNIVERSITY OF TEXAS GRADUATE SCHOOL
OF BIOMEDICAL SCIENCES

CERTIFICATE

I hereby certify that any extensive copyrighted material, which I have utilized in the manuscript of my dissertation, is with the written permission of the copyright owner. I hereby agree to indemnify and save harmless The University of Texas Medical Branch, Galveston, Texas, from any and all claims may be asserted or which may arise from any copyright violation.

Date

Signature

**The University of Texas Medical Branch at Galveston
Graduate School of Biomedical Sciences**

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**To allow the use of my picture(s) and or image(s) on the University of Texas Medical
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Student Name: _____

Date: _____

Please complete the following:

Campus Agreement Number
 End Date of Campus Agreement
 Higher Education Institution

01C31087
 August 31, 2008
 The University of Texas System

Student Name
 Student Identifier (e.g. UT EID)
 Today's Date

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| Microsoft Office Enterprise 2007 | Microsoft Office 2004 for Mac Pro Ed. with Virtual PC for Mac |
| Microsoft Office Professional 2003 | Microsoft Office X for Mac Pro Ed. with Virtual PC for Mac |
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**iThenticate Report
For
Dissertations, Thesis and Capstones**

Student Name: _____

Program: _____

Pass _____ **Fail** _____

Committee Chair: _____

Program Director: _____

**Students this form will need to be submitted at the same time as your
Dissertation/Thesis/Capstone is submitted to the GSBS for final approval**