

Procedures for Submitting Academic Forms during GSBS Office Closure Period

The GSBS Administrative Staff are currently working remotely and many faculty are not available on campus. This will necessitate a different approach to the completion of GSBS Academic forms that are reviewed by the Academic Standards Committee (such as Advisory Committee Formation, Change of Committee, Petitions for Candidacy, etc). Please follow the instructions below until further notice:

Deadlines on Forms for the Academic Standards Committee (ASC) - The ASC meets monthly. Upcoming deadlines for submission of forms for this committee are as follows:

Oct 6 – for Oct 13 meeting
Nov 3 – for Nov 10 meeting
Dec 1 – for Dec 8 meeting
Jan 5 – for Jan 12 meeting
Feb 2 – for Feb 9 meeting
Mar 2 - for Mar 9 meeting
Apr 6 – for Apr 13 meeting
May 4 – for May 11 meeting
Jun 1 – for Jun 8 meeting
Jul 6 – for Jul 13 meeting
Aug 3 – for Aug 10 meeting
Sept 7 – for Sept 14 meeting

Submitting Forms

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.
2. Email the form as a PDF to ALL committee members and program director. Subject line of the email should be *"Form Name – Your name"* (e.g. *Advisory Committee – Jane Doe*). In your email, ask the faculty to reply to your email stating "I approve" in the text field. They may also affix their digital or live signature on the form and return that to you.
3. Please monitor whether all the faculty reply. If any do not within 24 hours, then please follow up with them individually.
4. When you have all the email responses, combine the emails, the completed form and any other supporting documents (such as an NIH biosketch) into one PDF file and email to gsbs.reports@uth.tmc.edu.
5. Do not forward individual emails to GSBS as this will cause a delay in processing your form

Note: There is no need to copy the Dean, Associate Deans or the Chair of the Academic Standards Committee as these people will review the form after it is accepted by the GSBS.

Forms for Advisory Committee Meetings and Candidacy Exams – Follow the above procedure except that the Chair of the committee should fill out the forms (with comments/results) before sending it to the student who will send it GSBS.

Scanning forms and other paperwork:

All documents submitted to our office will be reviewed by the Dean and/or the Academic Standards Committee after which they will become a part of your student record. **Generally**

you should not need to scan academic forms. However, if you do find this necessary, then electronic scans must be of high quality including:

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 total.
4. Brightness/lighting should be uniform.
5. Submitted in PDF format

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

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