ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for the Committee

June 2023

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NOTE: As we continue to improve the system, there might be some slight changes from the screenshots provided and the live version of ARCS.

PRELIMINARY EXAM GRADING

Committee Walk-Through

1) To begin grading the preliminary exam, go to the [ARCS Requests Dashboard](#). This can also be accessed by logging into [Howdy](#).

    a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see your requests and upcoming examinations dashboards (see below):

    a) In the "ARCS Requests" dashboard, you will be able to see all pending requests, as well as any previously approved requests.

    b) In the "Upcoming Examinations" dashboard, you will be able to review any upcoming exams.

    c) To grade the student's preliminary exam, click on the student's exam in the "Upcoming Examinations" dashboard.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

3) After selecting the preliminary exam, you will then be taken to the grading screen.

    a. For the **Co-Chair** and committee **members**, the grading screen should appear as seen below:

Preliminary Exam Grading

Curriculum

Doctor of Philosophy
Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station
	GR - Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Instructions

Please enter your grade below for the Preliminary Examination.
- Once the Chair has graded the exam, you will not be able to change your grade.
- Any comments added will be visible to ONLY the Chair, Department, and Graduate and Professional School.

Grade Submission

Decision   ○ Pass ○ No Pass *

Comments:

Characters Remaining: 1000

Submit

4) To grade the student's preliminary exam, select "Pass" or "No Pass" and click on "Submit".

   a. You will be prompted to confirm your selection after clicking the "Submit" button. To confirm your grade entry, select "OK" in the confirmation box (see below):

Preliminary Exam Grading

Curriculum

Doctor of Philosophy
Level	Graduate
Program	PHD [AT]
Admitted	Fall 2020 - College Station
	GR - Graduate
Catalog	Fall 2020 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Confirm Action ⓘ
Please confirm your grade
OK   Cancel

Instructions

Please enter your grade below for the Preliminary Examination.
- Once the Chair has graded the exam, you will not be able to change your grade.
- Any comments added will be visible to ONLY the Chair, Department, and Graduate and Professional School.

Grade Submission

Decision   ● Pass ○ No Pass

Comments: Great Job!

Characters Remaining: 990

Submit

   b. Comments are allowed, but not required. **NOTE:** Your comments will ONLY be visible to the committee Chair, Department, and the Graduate and Professional School (when applicable).
   c. You are allowed to change your grading of the exam at any time. However, once the committee Chair grades the exam, no other changes are allowed.

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

PROPOSAL APPROVAL FORM

Committee Walk-Through

1) After the Pre-committee (Grad Advisor) approves the student's proposal, you will receive an email of a pending ARCS request. To access ARCS, select the ARCS Requests Dashboard link (see below):

ARCS Request to Review Research Proposal by Alex Student
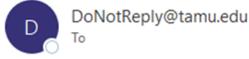
D DoNotReply@tamu.edu
   To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Alex Student** is available for your review in the ARCS Requests Dashboard as the CHAIR approver (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

2) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

   a. After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

| Academic Success Center | Study Hub | Academic Learning Support | University Writing Center | Library | **ARCS** |

3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

Student Search   Courses ▾   Admin ▾   Workflows ▾

ARCS Requests
Type to search...

Requestor ≡	College ≡	Department ≡	Major ≡	Curriculum ≡	Exam Date ≡	Type ≡	Status ≡	My Role ≡
Student, Alex	EN	NUEN	NUEN	PHD-EN		Proposal	Pending	MEMBER

   a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.
   b) Any requests requiring your review will be labeled "Pending" in the "Status" column.
   c) To open the student's proposal approval request, click on the request.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the proposal request, you will be taken to a new landing page containing information regarding the student's request (see below):

Proposal

Instructions

- To view the student's uploaded Research Proposal, click the "preview" icon next to the uploaded file.
    - NOTE: The file should include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- If the request needs to be returned to the student, select "Return Proposal".
    - NOTE: If the request is returned to the student, a reason is required for the return and **all previous approvals will be reset.**
- To approve the request, select "Click to Begin Approval" and review the acknowledgement.
    - After checking the acknowledgement box, select "Approve Proposal" to complete the request approval.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2019 - College Station
	IG - Int'l Graduate
Catalog	Fall 2019 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Proposal Details

Tentative Title:	Graduation, Here I Come
Uploaded File:	My Awesome Proposal.pdf 👁

[Click to Begin Approval] [Return Proposal]

Proposal Approval Comments

Role	≡	Date	≡	Comments	≡
PRECOMMITTEE		2/27/2023		Please make the requested changes to your document.	
STUDENT		2/27/2023		Made the requested changes.	

Proposal Approval Status

Role	≡	Status	≡	Date	≡
SUBMITTER		Resubmitted		2/27/2023	
PRECOMMITTEE		Approved		2/27/2023	
MEMBER		Pending			
MEMBER		Pending			
MEMBER		Approved		2/27/2023	
CHAIR		Pending			
DEPARTMENT		Pending			
GRAD_SCHOOL		Pending			

5) In this screen you will be able to:

   a. View the student's degree information in the "Curriculum" section.
   b. View the approval status of the request in the "Proposal Approval Status" section.
   c. Review any comments for the proposal in the "Proposal Approval Comments" section.
   d. Begin approval or return the proposal request.

6) To view the student's uploaded document, click on the "View/Eye" icon next to the file name.

7) If you click on "Return Proposal", the following landing page will be displayed (see below):

Proposal Return

Instructions

- Enter the reason below for returning the Research Proposal request.
- Once the request is returned, the student will have the ability to make any required changes.
- **NOTE: If the request is returned, any previous approvals will be reset, and the Research Proposal will have to be re-approved.**

Comments:*

Characters Remaining: 4000

[Return Proposal]   [Back]

1) On the "Return Proposal" landing page, you will have the option to return the student's proposal.

    a. If you wish to return the students proposal, a reason for the return is required (**NOTE:** Any comments added will be viewable by the student and any approvers).
    b. Once you have entered the reason for the return, click on "Return Proposal" to return the proposal to the student.

**NOTE: If the request is returned, ALL previous approvals will be reset, and the proposal will need to be re-approved.

2) If a student's proposal is returned, you will receive an email notification:

ARCS Research Proposal Request Returned for Alex Student

DoNotReply@tamu.edu
To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

The research proposal request for **Alexander Student** has been returned by the Committee. Please review the reason for the request return in your ARCS Requests Dashboard (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any ARCS related questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

3) When the student re-submits their Proposal for review, and the Pre-committee (Grad Advisor) approves the request, you will receive an email notification of a pending request:

ARCS Request to Review Research Proposal by Alex Student

DoNotReply@tamu.edu
To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to review the Research Proposal for **Alex Student** is available for your review in the ARCS Requests Dashboard as the CHAIR approver (this can also be accessed by logging into Howdy and clicking on the "ARCS" icon).

Student Email: a.student@tamu.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

Approve Proposal

1) To approve the proposal, select "Click to Begin Approval". The following required acknowledgment should be displayed:

Proposal Details

Tentative Title:	Graduation, Here I Come
Uploaded File:	My Awesome Proposal.pdf 👁

Proposal Approval

☐ * I acknowledge that I have read and examined the student's Research Proposal, and I certify that it is adequate in scope and quality for this doctoral degree.

Approve Proposal	Back

2) To complete the approval, click on the acknowledgement box, and then select "Approve Proposal".

NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamu.edu.

FINAL EXAM (DEFENSE) GRADING

1) To begin grading the final exam (defense), go to the ARCS Requests Dashboard. This can also be accessed by logging into Howdy.

   a) After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see your requests and upcoming examinations dashboard (see below):

3) On the day of the final exam, to submit your grade after the committee has deliberated, click on the student's request in the "Upcoming Examinations" section of the dashboard. You will then be taken to the grading screen.

   a) For the Co-Chair and committee members, the grading submission screen should appear as seen below:

b) In this screen, select "Pass" or "No Pass" and then hit "Submit".

   i) If you select "No Pass", you will be prompted to confirm your selection after clicking the "Submit" button. To confirm your grade of "No Pass", select "OK" in the blue pop-up box.

c) For the Chair, the grading submission screen should appear as seen below:

Report of Examination

Incomplete Research Courses

Course		Title		Term		Status	
MEEN 691		RESEARCH		Spring 2017		I	
MEEN 691		RESEARCH		Fall 2017		I	
MEEN 691		RESEARCH		Spring 2018		I	
MEEN 691		RESEARCH		Summer 2018		I	
MEEN 691		RESEARCH		Spring 2019		I	

Total Rows: 5

Final Exam Grading

Committee Grading Results

Name	Role	Substitute For	Decision
Doe, John	MEMBER		Pass
Smith, Jane	MEMBER		No Pass
Someone, Adrian	MEMBER		Pass

Grade Submission

Decision	○ Pass ○ No Pass *
I hereby authorize grades of Incomplete (I) in Research and Record of Study (691 and 692) to be changed to Satisfactory (S)	○ Yes ○ No *

Submit

d) **NOTE: If you are the CHAIR, you will only be able to enter your grade for the final exam after ALL other committee members have submitted their grades.**

e) **For the Chair ONLY:** You will be the last committee member to submit your decision of "Pass" or "No Pass". You will be able to see how the other members of the student committee graded the final exam (see above).

    i) Select "Pass" or "No Pass".

    ii) The system will pull a list of incomplete research courses (if there are any) from previous semesters in the "Incomplete Research Courses" section. After selecting "Pass" or "No Pass" grade for the final exam, select if you authorize the changing of "I"ncomplete courses to an "S"atisfactory grade (NOTE: If there are no incomplete courses, you will NOT be required to make this selection).

    iii) You must select whether to authorize the grade change for incomplete research courses from "I"ncomplete to "S"atisfactory if the student has any incomplete research courses. If you decline, you will need to make changes to the student's incomplete courses at a later date through a grade change request.

    iv) Click on "Submit".

        (1) If you selected "No Pass", you will be prompted to confirm your selection after clicking the "Submit" button. To confirm your grade of "No Pass", select "OK" in the blue pop-up box.

4) After you have completed submitting your grade for the student's final exam, you will be taken back to your main dashboard (see below):

Student Search   Workflows ▾

ARCS Requests

Type to search...

UIN ≡	Requestor ≡	Col... ≡	Department ≡	Major ≡	Curric... ≡	Exam ... ≡	Type ≡	Status ≡	My Role ≡
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC		Copyright and Avai...	Approved	CHAIR
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC	1/10/2022	Final Exam Results	Pass	CHAIR

5) After the grading of the final exam is complete, the "Status" for the final exam results will be updated to "Pass" or "No Pass" (see above).

6) **NOTE:** If you have any issues with the dashboards or grading, please contact the Grad School at grad@tamu.edu.

THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Committee Walk-Through

NOTE: If you are approving the Thesis/Dissertation/Record of Study request as the DEPARTMENT approver, detailed instructions for approving the request can be found in the Departmental Guide.

1) After a student submits their Thesis/Dissertation/Record of Study approval request, you will receive an email of a pending ARCS request when it is your turn to approve the request. To access ARCS, select the ARCS Requests Dashboard link (see below):

2) If you are unable to access your ARCS dashboard through the ARCS Requests Dashboard link, please log into Howdy.

    a) After logging into Howdy, select the "ARCS" icon at the top of the page (see icon below):

3) Once inside of ARCS, you will see your "ARCS Requests" dashboard (see below):

   a) In the dashboard, you will be able to see all pending requests, as well as any previously approved requests.

   b) To open the student's Thesis/Dissertation/Record of Study approval request, click on the request with the "Under Committee Review" status.

NOTE: You can search for specific requests by entering the UIN, student name, etc. into the search box.

4) After selecting the request, you will be taken to a new landing page containing information regarding the student's request (see below):

   a) To approve the Thesis/Dissertation/Record of Study, click on the "Click to Begin Approval" button shown below.

   b) You can also view the details of the student request by selecting "View Details". The following screen should appear:

5) After selecting "Click to Begin Approval", you will be prompted to acknowledge your approval of the document (see below):

Manuscript Grading

Manuscript Approval

Instructions
- Please only approve the manuscript when the document is ready for final submission to Vireo.
- Once the manuscript has been approved, contact Thesis and Dissertation Services for any changes at thesis@tamu.edu or 979-845-3631.

☐ *I acknowledge that I have read and examined this manuscript, and I certify that it is adequate in scope and quality as a dissertation/record of study for this doctoral degree.

☐ *I confirm that the content of the document can be submitted to Thesis and Dissertation Services for processing and acceptance.

[Approve]   [Back]

a) After clicking on the acknowledgement boxes, click the "Approve" button to finalize your approval of the Thesis/Dissertation/Record of Study.

6) After ALL members of the committee have approved the manuscript submission, the status of the Thesis/Dissertation/Record of Study approval will change from "Under Committee Review" to "Complete".

NOTE: The Thesis/Dissertation/Record of Study will still need to be approved by the Department and Thesis and Dissertation Services before the document is fully approved.

NOTE: If you are unable to see any of the screens or the manuscript landing page does not appear, please contact the Grad School at grad@tamu.edu.