

THESIS & DISSERTATION SERVICES DOCUMENT SUBMISSION WORKSHOP



WHAT YOU WILL LEARN TODAY

- Deadlines
- Submitting the Document
- The Review Process
- How to Clear?

THESIS DEADLINES

Fall 2019

- 24 July – First Day to Submit
- 30 August – Early Clearance Deadline
- 18 October – Defense Deadline
- **25 October – Submission Deadline**
- 13 December – Graduation Deadline
- 17 January – Clearance Deadline

Spring 2020

- 27 November – First Day to Submit
- 17 January – Early Clearance Deadline
- 06 March – Defense Deadline
- **20 March – Submission Deadline**
- 06 May – Graduation Deadline
- 29 May – Clearance Deadline

Summer 2020

- 29 April – First Day to Submit
- 29 May – Early Clearance Deadline

Written Approval Form

Bring form in to the OGAPS office



TEXAS A&M UNIVERSITY
Thesis Office

**WRITTEN THESIS (M.S. / M.A.)
APPROVAL FORM**

Student's Name: Veronica Mars
(Name must match TAMU student records)

Degree (check one): M.S. M.A.

Date of Defense: (mm/dd/yy or Exempt): 05/07/2013 Today's Date (mm/dd/yy): 08/01/2013

Anticipated Date of Graduation (Month Year): December 2013

Major Subject: Psychology

Thesis Title: Overcoming Trauma: A Problem Solving Approach to Dealing Adolescent Grief and and Abandonment

We the undersigned duly appointed committee have read and examined this manuscript. We certify it is adequate in scope and quality as a thesis for this master's degree and indicate our approval of the content of the document to be submitted to the Thesis Office for processing and acceptance, OR we indicate our dissent below. A vote by all members of the committee with at most one dissension is required to pass.

| | Approve | Disapprove |
|---|-------------------------------------|--------------------------|
| <u>Wallace Fennel</u> Chair: Wallace Fennel | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <u>Logan Echolls</u> Co-Chair: Logan Echolls | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <u>Eli Navarro</u> Member: Eli Navarro | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <u>Richard Casablancas, Jr.</u> Member: Richard Casablancas, Jr. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <u>Cindy Mackenzie</u> Member: Cindy Mackenzie | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Member: | <input type="checkbox"/> | <input type="checkbox"/> |
| Member: | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Vincent Van Lowe</u> Head of Department: Vincent Van Lowe | | |

Student Contact Information:

909009090 _____ vmars@neptune.org _____
UIN Student's Email Address

The student must submit this signed approval form and a PDF file of the thesis to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. The Office of Graduate and Professional Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library – Room 612

Revised 2/13

Print Form

ACADEMIC AFFAIRS
GRADUATE AND PROFESSIONAL STUDIES



THESIS, DISSERTATION, AND RECORD OF STUDY
COPYRIGHT AND AVAILABILITY FORM

Student's Name: _____ Student's UIN: _____
Degree: (check one) Master's Doctoral Date of Graduation (Month Year): _____

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I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or record of study (hereafter referred to as ETD), allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my advisory committee.

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I hereby acknowledge that it is my responsibility to ensure the data and information presented in the ETD are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional/personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

AVAILABILITY OPTIONS (check one)

- (Immediate Release) Release the ETD immediately for worldwide access on the Internet.
- (Document Only Hold - Usually for future publication purposes) Restrict access to the ETD document for two years then release the ETD for worldwide access on the Internet. (Metadata, including abstract, will be available during the embargo period). Please explain below.
- (Full Record Hold - Usually for patent considerations) Restrict all access to the ETD for two years and then release the ETD for worldwide access on the Internet. Please explain below.

Reason for requesting a Full Record Hold or Document Only Hold:

I'm applying for a patent.

(attach additional pages if needed)

Signatures below can be scanned but cannot be electronic signatures

CHAIR/CO-CHAIR'S SIGNATURE

I have discussed the availability choices with my student, and I approve of the choice the student has made.

Chair or Co-Chair's Signature: _____ Date _____

STUDENT AVAILABILITY & COPYRIGHT AGREEMENT

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Student's Signature: _____ Date _____



3 Hold Options

Include Reason

Can Email/Upload

SUBMIT YOUR DOCUMENT



VIREO 

Electronic Thesis &
Dissertation
Submission System

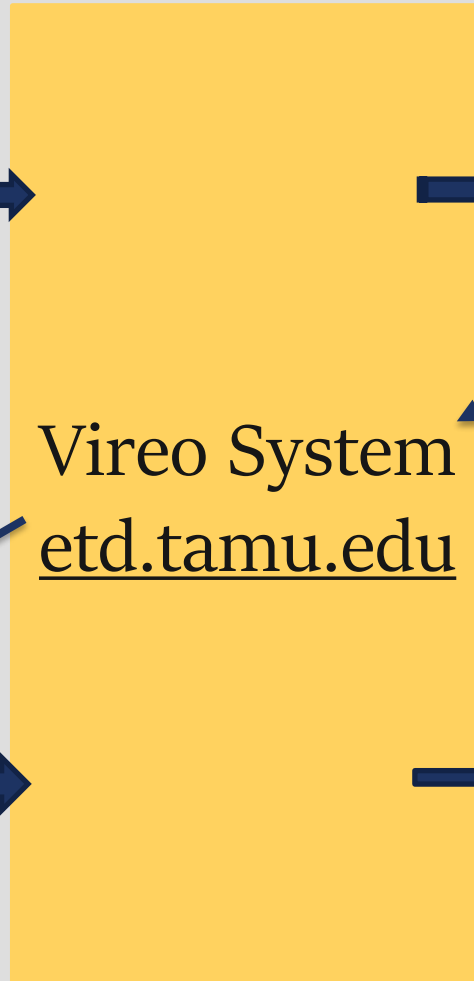
etd.tamu.edu

THE REVIEW PROCESS

Student

Thesis/Dissertation Services

1.



2.



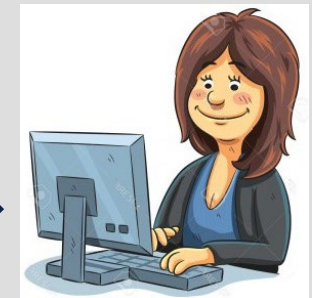
3.



Possibly more rounds of review



4.



Required Items:

1. Document

- Makes sense, right?

2. Written Approval Form

- Signed by ALL committee members
& department head (or authorized signers)*

3. Final Examination Results

- Must be posted to the student's record

HOW DO I CLEAR?

What does that mean?



FIVE ADDITIONAL REQUIREMENTS



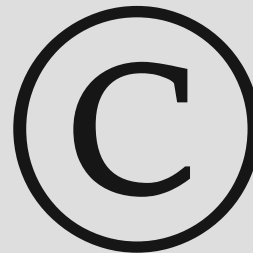
Apply for Graduation



Register*

EMBARGO

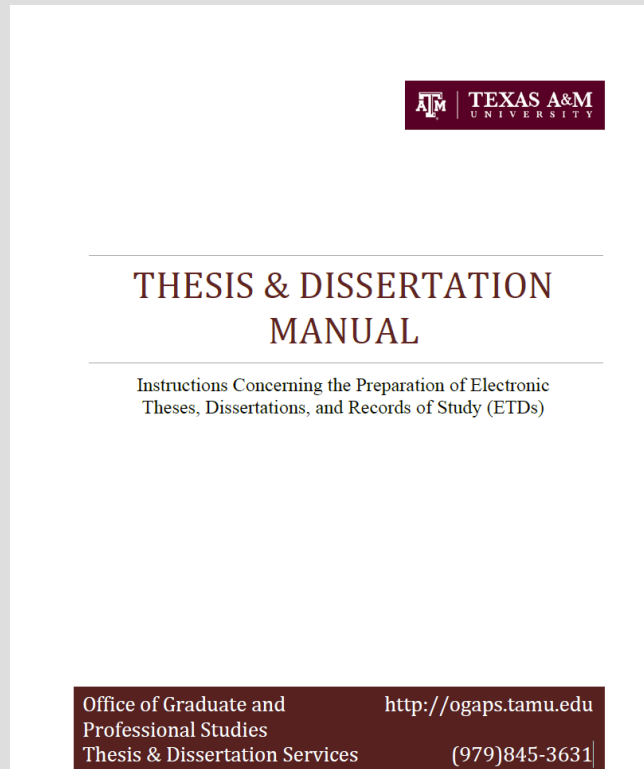
C&A Form



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Surveys (Doctoral)



TEMPLATES MAKE IT EASIER!



- Basic: limited experience with Word
- Recommend: more familiar with Word
 - Chapter
 - Section
 - Journal Article

L^AT_EX

If the submission deadline is missed ...

- Extension request must come from a faculty member – we do not grant extensions to students
- Must be limited to one week beyond the submission deadline