

# THESIS & DISSERTATION SERVICES DOCUMENT SUBMISSION WORKSHOP



# WHAT YOU WILL LEARN TODAY

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

# THESIS DEADLINES

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## Summer 2019

- 08 August – Graduation Deadline
  - 30 August – Clearance Deadline
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## 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

## 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



Office of Graduate and Professional Studies



**THESIS, DISSERTATION, AND RECORD OF STUDY**

**COPYRIGHT AND AVAILABILITY FORM**

Student's Name: Charlie Brown Student's UIN: 123004567  
 Degree: (check one)  Master's  Doctoral Date of Graduation (Month Year): Spring 2018

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

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- (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)



3 Hold Options

Include Reason

Can Email/Upload

# SUBMIT YOUR DOCUMENT



VIREO 

Electronic Thesis &  
Dissertation  
Submission System

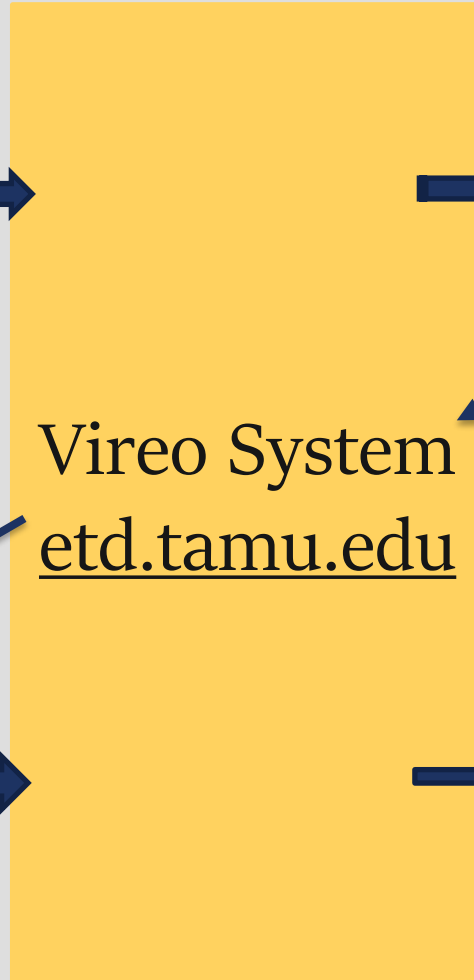
[etd.tamu.edu](http://etd.tamu.edu)

# 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)\*

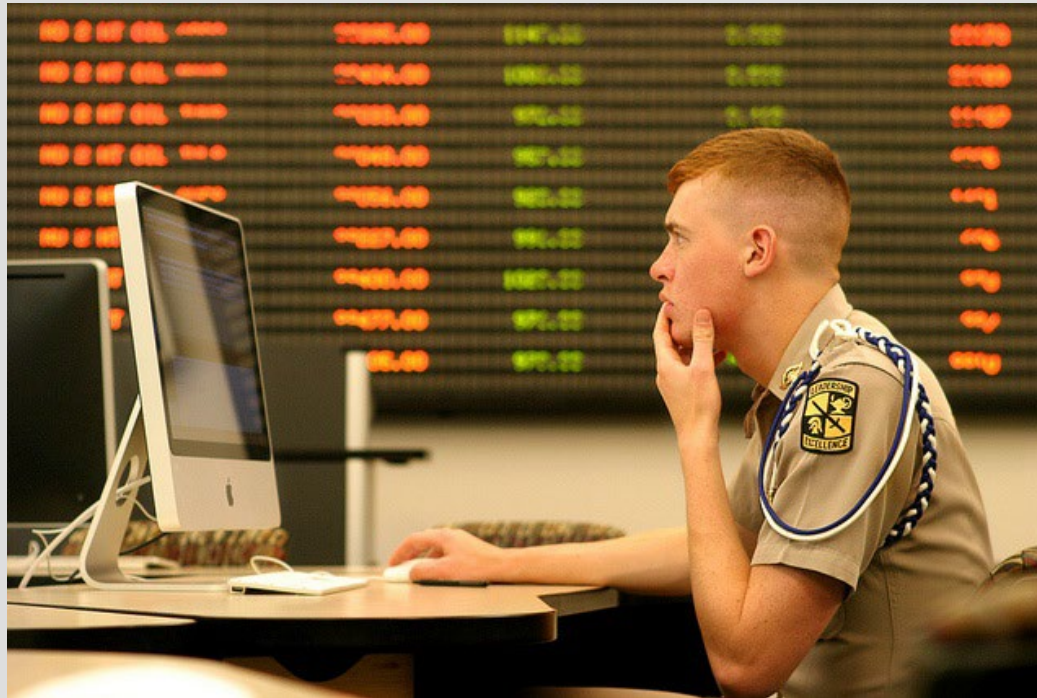
### 3. Final Examination Results

- Must be posted to the student's record



# HOW DO I CLEAR?

What does that mean?



# FIVE ADDITIONAL REQUIREMENTS



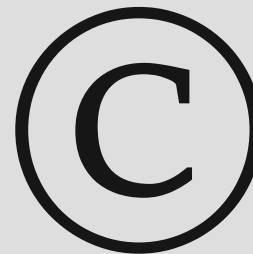
Apply for Graduation



Register\*

EMBARGO

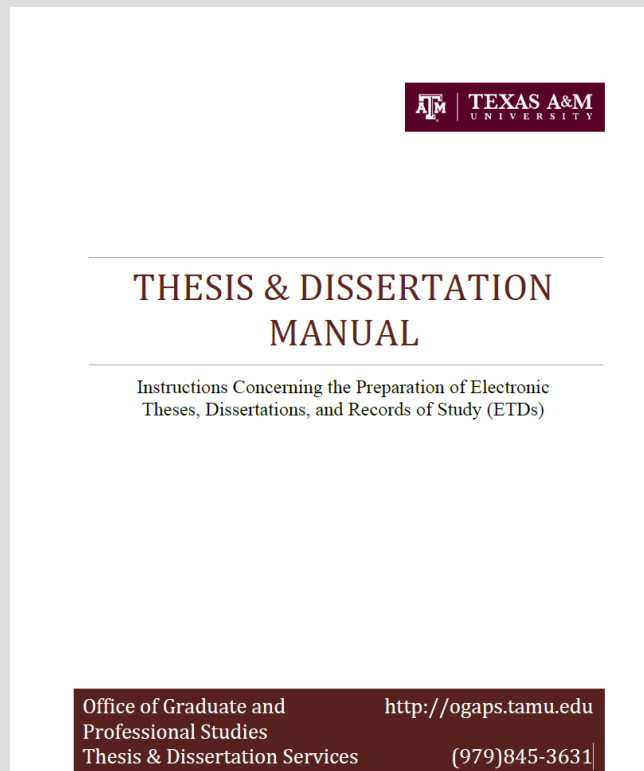
C&A Form



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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<sup>A</sup>T<sub>E</sub>X

## 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