

ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for the Chair of the Committee



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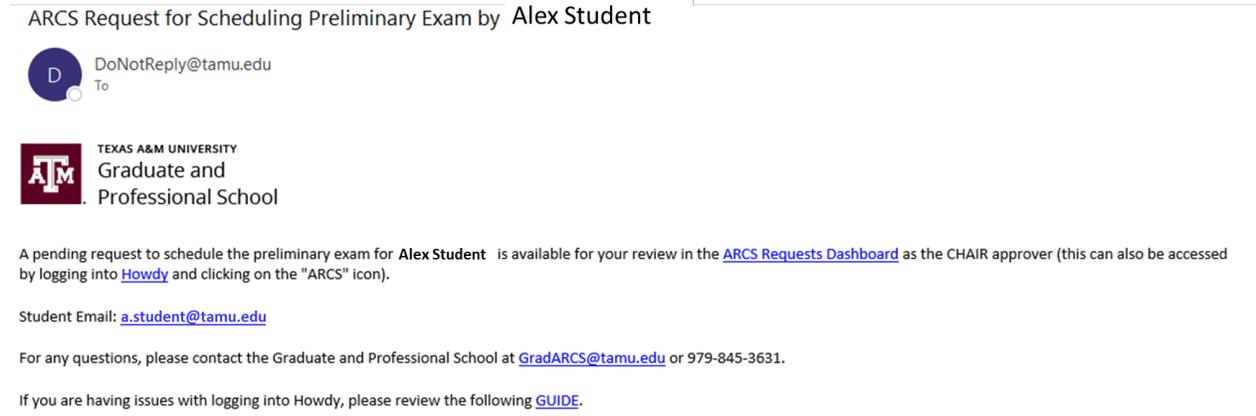
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NOTE: As we continue to improve the system, there might be some slight changes from the screenshots provided and the live version of ARCS.

PRELIMINARY EXAM REQUEST

Committee Chair/Departmental Designee Walk-Through

- 1) After the Pre-committee (Grad Advisor) approves a student's preliminary exam request, you will receive an email of a pending ARCS 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) Any requests requiring your review will be labeled "Pending My Review" in the "Status" column.
- c) To open the student's preliminary exam 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 preliminary exam request, you will be taken to a new landing page containing information regarding the student’s request (see below):



Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request as the Chair, select "Approve Request" and confirm your selection.
- If you are the Departmental designee, select "Approve Request" and confirm your selection.
 - NOTE: The Departmental designee will submit the grade on behalf of the committee.

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

Exam Details

Tentative Exam Completion Date: 3/24/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)
 Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/28/2023	Ready to take my preliminary exam!
PRECOMMITTEE	2/28/2023	Added a substitute for this student's preliminary exam.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/28/2023
PRECOMMITTEE	Approved	2/28/2023
CHAIR	Review	
DEPARTMENT	Pending	

5) In this screen you will be able to:

- View the student’s degree information in the “Curriculum” section.
- View the approval status of the request in the “Exam Request Approval Status” section.
- Review any comments for the proposal in the “Exam Request Approval Comments” section.
- Change, approve, or return the request.

6) If the student has more than 6 hours of graded degree plan coursework remaining to complete, the Department approver will also need to approve the request.

- The number of hours of graded coursework remaining will be displayed in the “Exam Details” section **ONLY** if the student has more than 6 hours remaining (highlighted below):

Exam Details

Tentative Exam Completion Date: 3/24/2023
 Substitute: Deborah Bell-Pedersen (for Bojan Popov)
 Hours of graded coursework remaining: 18

Change Request Approve Request Return Request

- 7) If a student is **NOT** registered in the semester they plan to take the preliminary exam, you will need to acknowledge that the student will be registered at the time they take their preliminary exam before you can approve the request (see below):

Exam Details

Tentative Exam Completion Date: 3/30/2023

* The student is required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. The student is currently NOT registered in the term they plan to take the preliminary examination. By checking the acknowledgement box, you verify that the student will meet the registration requirement by the time the preliminary exam is held.

Required

[Change Request](#) [Approve Request](#) [Return Request](#)

NOTE: The student is required to acknowledge that they need to be registered in the semester they take the preliminary exam before submitting the request. Any subsequent approvers will also be notified that the student is not currently registered in the semester they plan on taking the exam.

- 8) If you click on “Change Request” or “Return Request”, the following landing pages will be displayed (see below):

Change Request

Change Requested

Instructions

- Please make any required changes to the information below.
 - Once changes have been made, select “Change Exam”.
- NOTE: All comments will be viewable by the student and approvers.

Tentative Exam Completion Date:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Comments:

Characters Remaining: 1000

[Change Exam](#) [Back](#)

- 1) On the “Change Request” landing page, you will have the option to:
- a. Change the “Tentative Exam Completion Date”
 - b. Select a substitute for a student’s exam
 - c. Add any “Comments” for the student and approvers

NOTE: Any comments added will be viewable by the student and any approvers.

- 2) If a substitute is needed for the student’s exam, and once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

- a. Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
 - b. If the substitute faculty member does not show up in the list of eligible list of faculty, please contact the Grad School at grad@tamu.edu.
- 3) Once you have made any necessary updates, click on “Change Exam”.

Return Request

Return Request

Instructions

- Enter reason below for returning the preliminary exam request.
- After confirming, the preliminary exam request will be returned to the student.
- NOTE: Comments will be viewable to the student and all approvers.

Reason for Request:

Characters Remaining: 1000

- 1) On the “Return Request” landing page, you will have the option to return the student’s preliminary exam request.
- a. If you wish to return the students exam request, 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 Request” to return the exam request to the student.

Approve Request

- 1) To approve a student’s preliminary exam request, click on the “Approve Request” button.
 - a. You will be asked to confirm your request, click on “OK” to finish the approval of the request (see below):



Preliminary Exam Request

Instructions

- If changes need to be made to the student request, select "Change Request".
- If the request needs to be returned to the student, select "Return Request".
 - NOTE: If the request is returned to the student, a reason is required for the return.
- To approve the request as the Chair, select "Approve Request" and confirm your selection.
- If you are the Departmental designee, select "Approve Request" and confirm your selection.

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AT]
 Admitted Fall 2020 - College Station
 IG - Int'l Graduate
 Catalog Fall 2020 - College Station
 College Arts and Sciences
 Campus College Station
 Major Statistics
 Major Dept Statistics

Exam Details

Tentative Exam Completion Date: 3/27/2023
 Substitute: Deborah Bell-Pedersen (for Trevor Harris)

Exam Request Approval Comments

Role	Date	Comments
STUDENT	3/15/2023	Testing out this feature...
PRECOMMITTEE	3/15/2023	Added a substitute for this student's exam.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/15/2023
PRECOMMITTEE	Approved	3/15/2023
CHAIR	Review	
DEPARTMENT	Pending	

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

PRELIMINARY EXAM GRADING

Committee Chair/Departmental Designee 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):

Student Search Courses Admin Workflows

Upcoming Examinations

Student	Type	College	Departm...	Major	Curriculum	Exam Date	Location	My Role	Substitute
Student, Alex	Preliminary Exam	AT	MATH	MATH	PHD-AT	3/22/2023		CHAIR	

ARCS Requests

Type to search...

Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
Student, Alex	AT	MATH	MATH	PHD-AT	3/22/2023	Preliminary Exam in Grading	Approved	CHAIR

- In the “ARCS Requests” dashboard, you will be able to see all pending requests, as well as any previously approved requests.
- In the “Upcoming Examinations” dashboard, you will be able to review any upcoming exams.
- 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.

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.

NOTE: For the **Departmental Designee**, as you will be grading on behalf of the entire departmental committee, you will be able to enter your grade at any time. You will also only see yourself in the “Committee Grading Results” and “Committee Grading Comments” grids.

a. For the Chair and Departmental Designee, the grading screen should appear as seen below.

Preliminary Exam Grading

View Exam Request Approval Details >

Committee Grading Results

Role	Name	Substitute For	Decision
MEMBER	Michalski, Krzysztof		Pass
MEMBER	Guermont, Jean-Luc		No Pass
SUBSTITUTE	Bell-Pedersen, Deborah	Popov, Bojan	Pass
CHAIR	Maier, Matthias		Pending

Committee Grading Comments

Role	Name	Date	Comments
MEMBER	Michalski, Krzysztof	2/28/2023	Great Job!
MEMBER	Guermont, Jean-Luc	2/28/2023	Needs improvement.
MEMBER	Bell-Pedersen, Deborah	2/28/2023	Excellent job, keep up the good work!

Instructions

Please enter your grade below for the Preliminary Examination.

- Once the exam has been graded, 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.
- If the student receives a "No Pass", please choose whether the student will be allowed to retake the exam.

Grade Submission

Decision Pass No Pass *

Comments:

Characters Remaining: 1000

Exam Completion Date: 03/22/2023

Submit

Curriculum

Doctor of Philosophy

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

4) To grade the student’s preliminary exam, select “Pass” or “No Pass”.

- a. If you chose “Pass” you will be prompted to confirm your selection after clicking the “Submit” button. To confirm your grade entry, select “OK” in the confirmation box.
 - i. If the final grade from the committee is “Pass”, comments are allowed, but not required. Your comments will ONLY be visible to yourself, the Department, and the Graduate and Professional School (when applicable).

NOTE: The system will perform an audit to verify the student is currently registered in the semester they are taking the exam (based on the “Exam Completion Date”). If the student is **NOT** currently registered, you will not be able to submit your grade. Please contact the Grad School at grad@tamu.edu for the next steps.

5) The following applies to students taking the preliminary exam for the first time ONLY. If the student receives a “No Pass” on their second exam attempt of the exam, they will NOT be allowed to retake the exam.

- a. If you chose “No Pass”, and you are either the second “No Pass” or at least 2 other committee members have selected “No Pass” for the exam, you will be prompted to either allow or not allow a student to retake the preliminary exam (for the Departmental Designee there will be only 1 “No Pass”) – See below:

Grade Submission

Decision Pass No Pass

Retake Preliminary Exam

- The student has received a No Pass grade. As such, the student has not met the requirement for passing the Preliminary Exam.
- Upon approval of a student's examination committee, with no more than one member dissenting, a student who has failed the preliminary examination may be given one re-examination.
- Please select if the student will be allowed to retake the preliminary exam, after consulting with the committee.**

Decision Yes No *

Comments:*

Characters Remaining: 1000

Exam Completion Date:

- b. **Please consult with the committee before deciding whether the student will be allowed to retake the preliminary exam.**
- c. Regardless of the retake decision, you will be required to provide comments. Your comments will ONLY be visible to yourself, the Department, and the Graduate and Professional School (when applicable).
- d. After deciding whether the student should be able to retake the exam or not, click on “Submit” button and confirm your decision by clicking “OK”:

MEMBER Salazar, Cynthia Pass

CHAIR Lechuga, Vicente Pending

Major Dept Educ Admn & Human Resource D

Role	Date	Comments
MEMBER	3/16/2023	Great Job!
MEMBER	3/16/2023	Needs improvement.

Instructions

Please enter your grade below for the Preliminary Examination.

- Once the exam has been graded, 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.
- If the student receives a “No Pass”, please choose whether the student will be allowed to retake the exam.

Grade Submission

Decision Pass No Pass

Retake Preliminary Exam

- The student has received a No Pass grade. As such, the student has not met the requirement for passing the Preliminary Exam.
- Upon approval of a student's examination committee, with no more than one member dissenting, a student who has failed the preliminary examination may be given one re-examination.
- Please select if the student will be allowed to retake the preliminary exam, after consulting with the committee.**

Decision Yes No

Comments:

Characters Remaining: 941

Exam Completion Date:

Confirm Action

Please confirm your grade

- 6) After the decision is submitted, both the committee and student will be notified of the retake decision (see example email below):

Retake of Preliminary Exam for Alex Student

 DoNotReply@tamuedu
To

 TEXAS A&M UNIVERSITY
Graduate and
Professional School

Advisory Committee,

You recently attended the first attempt of the preliminary examination of **Alex Student** in which the result was recorded as **"no pass"**.

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination. In accordance with Student Rule 12.5, the student's department head or designee, intercollegiate faculty, or graduate advisory committee should make a recommendation to the student regarding their scholastic deficiency.

As a committee you have determined that **Montaigne Long** is **eligible to retake the preliminary examination for a second time**.

Adequate time must be given to permit the student to address the inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate in writing to the student an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam.

The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed. If you need assistance with documenting the feedback to the student, please contact your department's graduate advising office.

Thank you,

The Graduate and Professional School | Texas A&M University
204 Nagle Hall
[1113 TAMU](http://1113.TAMU) | [College Station, TX 77843-1113](http://College.Station.TX.77843-1113)
ph: 979.845.3631

- 7) If the student is allowed to retake the preliminary exam, they will need to submit a new preliminary exam request.
- 8) If the student is NOT allowed to retake the preliminary exam, the Department will be notified and will need to review the decision.

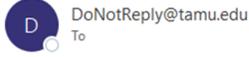
NOTE: If you have any issues with the dashboards or landing pages, please contact the Grad School at grad@tamuedu.

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



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):



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

A screenshot of the ARCS Requests dashboard. At the top, there is a navigation bar with 'Student Search', 'Courses', and 'Admin'. Below that is a search box labeled 'ARCS Requests' with the placeholder text 'Type to search...'. The main content area features a table with columns for Requestor, College, Department, Major, Curriculum, Exam Date, Type, Status, and My Role. The first row of data shows: Student, Alex; EN; NUEN; NUEN; PHD-EN; Proposal; Pending; MEMBER.

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:
- View the student’s degree information in the “Curriculum” section.
 - View the approval status of the request in the “Proposal Approval Status” section.
 - Review any comments for the proposal in the “Proposal Approval Comments” section.
 - 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@tam.u.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@tam.u.edu

For any ARCS related questions, please contact the Graduate and Professional School at GradARCS@tam.u.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@tam.u.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@tam.u.edu

For any questions, please contact the Graduate and Professional School at GradARCS@tam.u.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) REQUEST

Pre-Committee/Chair Walk-Through

NOTE: If you are approving the Final Exam (Defense) request as the DEPARTMENT approver, detailed instructions for approving the request can be found in the Departmental [Guide](#).

- 1) After a student submits their final exam (defense) 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):

Precommittee Email

ARCS Request for Scheduling Final Exam by Alex Student



DoNotReply@tamu.edu
To Caster, Stephen



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to schedule the final exam for Alex Student is available for your review in the [ARCS Requests Dashboard](#) as the PRECOMMITTEE approver.

Student Email: a.student@email.tamu.edu

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

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

Chair Email

ARCS Request for Scheduling Final Exam by Alex Student



DoNotReply@tamu.edu
To Caster, Stephen



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to schedule the final exam for Alex Student is available for your review in the [ARCS Requests Dashboard](#) as the CHAIR approver.

Student Email: a.student@email.tamu.edu

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

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

- 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):

Precommittee Dashboard

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
777008888	Student, Alex	BA	MKTG	BUAD	PHD-BA	2/28/2022	Final Exam	Pending My Review	PRECOMMITTEE

Chair Dashboard

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN	Requestor	College	Department	Major	Curriculum	Exam Date	Type	Status	My Role
777008888	Student, Alex	BA	MKTG	BUAD	PHD-BA	2/28/2022	Final Exam	Pending My Review	CHAIR

- 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 My Review” in the “Status” column.
- c) To open a student’s request, click on the request that you want to view.

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):

Selected term: **Fall 2021 - College Station**
Viewing: **Alex Student (777008888, No active email found)**

Overview Student Record
Notifications | Holds

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test
Exam Date: 2/28/2022
Exam Time: 10:00 AM
Location: Testing Town

Change Exam
Approve Request
Cancel Exam

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/7/2022
PRECOMMITTEE	Approved	2/7/2022
CHAIR	Review	2/7/2022
DEPARTMENT	Pending	2/7/2022
GRAD_SCHOOL	Pending	2/7/2022

Curriculum

Doctor of Philosophy

Level: Graduate
Program: PHD [BA]
Admitted: Fall 2016 - College Station
IG - Int'l Graduate
Catalog: Fall 2016 - College Station
College: Mays Business School
Campus: College Station
Major: Business Administration
Major Dept: Marketing

- 5) On this page you will be able to:
- View the student's degree information in the "Curriculum" section
 - View the approval status in the "Workflow Status" section
 - Have the option to change, approve, or cancel the Final Exam Request.
- 6) If "Change Exam" is selected, the following screen should be displayed:

Instructions

- Please make any necessary changes to the information below.
- Changes to the final exam are allowed up to **2 days** prior to the final exam.
- A committee member substitute may be selected at any time prior to the start of the final exam.
- NOTE: If the final exam DATE is changed, a degree audit will be initiated to verify eligibility.

Change Requested

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

Change Final Exam
Back

7) In the above screen you will be able to make any necessary changes to the student's final exam request.

NOTE: If the Date of the exam is changed, an audit will occur to verify the student's continued eligibility to take the exam.

8) If one of the student's committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam on this screen (the option to select a substitute is also available on the approval screen).

a) Once you have identified an eligible substitute faculty member, use the "Graduate Committee Substitution" option (see below):

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private?

Public Private

Additional Comments:

Change Final Exam

Back

NOTE: The Committee Chair cannot be substituted. Additionally, if the committee member who is unavailable is the only outside member, they must be substituted with an outside member.

b) Select which committee member is not able to attend, and then type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.

c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at grad@tamu.edu.

9) Once the required changes have been made, click the "Change Final Exam" button.

NOTE: After the student's final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

10) If “Cancel Exam” is selected, the following screen should be displayed:

Instructions

- Enter reason below for cancelling the final exam request.
- After confirming cancellation of the final exam, the request will be invalidated.

Cancellation Request

Reason for Request:*

Characters Remaining: 1000

11) To cancel the exam, enter a reason for the cancellation in the “Reason for Request” box.

12) Next select “Cancel Final Exam”. You will then be prompted to confirm your cancellation of the final exam. If you wish to continue, click “OK”.

NOTE: Any previous approvals will be reset, and the student will need to log back into their My ARCS account to resubmit the final exam request.

13) If “Approve Request” is selected, the following screen will be displayed:

Exam Details

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

14) To approve the request, verify that the information the student entered is correct and select “Approve Final Exam”.

- a) If one of the student’s committee members is NOT able to attend the final exam, you will be able to select a substitute for the final exam in the “Graduate Committee Substitution” box.

NOTE: If any of the required fields are left blank, the system will highlight them when you click on “Approve Final Exam”. If the Date is changed, an audit will occur to verify the student’s continued eligibility to take the exam.

15) After the student’s final exam request has been approved by the Grad School, please contact the Grad School at grad@tamu.edu to make any changes.

16) 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):

Student Search
Workflows ▾

Upcoming Examinations

UIN *	Student *	Type *	Col... *	Depa... *	Ma... *	Curric... *	Exam ... *	Time *	Location *	My Role *	Substitute *
123456789	Student, Arthur	Final Exam	SC	PHYS	PHYS	PHD-SC	1/10/2022	09:00 AM	Testing Town	CHAIR	

ARCS Requests

UIN *	Requestor *	Coll... *	Department *	Major *	Curricu... *	Exam D...*	Type *	Status *	My Role *
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC		Copyright and Availa...	Approved	CHAIR
123456789	Student, Arthur	SC	PHYS	PHYS	PHD-SC	1/10/2022	Final Exam	Approved	CHAIR

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:

The screenshot shows a web application interface for grading a final exam. At the top left, there is a dark red button labeled "< Return to ARCS". Below it, a dropdown menu shows "Selected term: Summer 2021 - College Station". On the top right, the text "Viewing: Arthur Student (123456789 No active email found)" is displayed. A navigation bar contains "Overview Student Record" and a "Notifications | Holds" button. A horizontal progress bar consists of seven circular nodes: Degree Plan, Preliminary Exam, Proposal, Residency, Candidacy, Final Exam (highlighted in dark red), and Dissertation. Below the progress bar, the text "Report of Examination" is visible. The main heading is "Final Exam Grading". A form titled "Grade Submission" contains a "Decision" label and two radio buttons: "Pass" and "No Pass". A dark red "Submit" button is located below the form.

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):

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.

COPYRIGHT AND AVAILABILITY REQUEST

- 1) To access the Copyright and Availability request, go to the [ARCS Requests Dashboard](#).
 - a) If you are unable to access ARCS through the above link, log into [Howdy](#) and select the “ARCS” icon at the top of the page (see icon below):



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

Student Search Workflows ▾

ARCS Requests

Type to search...

UIN *	Requestor *	Coll... *	Department *	Major *	Curric... *	Exam ... *	Type *	Status *	My Role *
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD		Copyright and Avail...	Pending My Review	CHAIR
123456789	Student, Arthur	MD	CLMD	MDSC	PHD-MD	1/31/2022	Final Exam	Approved	CHAIR

- a) To open a student’s request, click on the request that you want to view.

3) After making your selection, you will be taken automatically to the student milestone related to the pending request (see below).



Dissertation

AAUDE and SED Surveys

[View Details >](#)

Copyright and Availability Form

[Click to Begin Approval](#)

Copyright Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/9/2022
CHAIR	Review	3/9/2022
GRAD_SCHOOL_TDS	Pending	3/9/2022

Dissertation Approval Form

[Awaiting Submission](#)

Copyright and Availability Form

- 4) To approve the student's Copyright and Availability (C&A) form, select "Click to Begin Approval" located under the "Copyright and Availability" section (see below).

Dissertation

AAUDE and SED Surveys

[View Details >](#)

Copyright and Availability Form

[Click to Begin Approval](#)

Copyright Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	3/9/2022
CHAIR	Review	3/9/2022
GRAD_SCHOOL_TDS	Pending	3/9/2022

Dissertation Approval Form

[Awaiting Submission](#)

a) After selecting “Click to Begin Approval”, the following screen should appear:

Copyright and Availability

Copyright and Availability Approval

TAMU Copyright Agreement

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

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known.

FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

Acknowledge TAMU Copyright Agreement

Acknowledgement of Content Statement

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the Electronic Theses and Dissertations (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.

Acknowledge Content Statement

Student Availability and Copyright Agreement

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

Acknowledge Student Availability and Copyright Agreement

b) Please review the statements and acknowledgements made by the student as needed.

5) Next choose which availability option is needed, if different than what was selected by the student (see below).

a) NOTE: If you choose to place a "Document Only Hold" or "Full Record Hold" for the Dissertation, an explanation is required.

Availability Options (select one)

How to choose an availability option >

Please select one of the following options:

(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.

Explanation required.

Approve **Back**

Copyright Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/11/2022
CHAIR	Review	1/11/2022
GRAD_SCHOOL_TDS	Pending	1/11/2022

Dissertation

Awaiting Submission

b) After verifying the availability option, select "Approve".

- c) If you need to view what the different holds mean, you can select the “How to choose an availability option” located above the hold selection. The following screen will open:

Availability Options (select one)

How to choose an availability option ▼

Texas A&M University
Electronic Theses and Dissertations (ETD)
How to Choose an Availability Option

Texas A&M University's Policy
All Texas A&M University Electronic Theses/Dissertations (ETDs) will be made available immediately after graduation worldwide on the Internet via Texas A&M University Libraries. Availability may be delayed temporarily for circumstances such as patent consideration, compliance with research contractual terms, publication issues, etc.

What comprises an ETD record?
An ETD record includes several elements, as noted below:
Metadata – Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, committee, keywords, etc.
Document – The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought – generally a single PDF file.
Supplemental files – Files which accompany the ETD document, are intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).
License files – Files which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain, limited rights for use.
Administrative files – Files provided to the Graduate and Professional School for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Written Thesis/Dissertation Approval Form, Copyright & Availability Form, etc.). These files are not made available to the public along with the ETD record.

What is a “Full Record Hold,” and when would I choose it?
Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk) to comply with research contractual terms or patent considerations requires the “Full Record Hold.” The ETD record (not including administrative files) will be released immediately two years after the graduation date unless an extension is requested and approved.

What is a “Document Only Hold” and when would I choose it?
If you are submitting material to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), select the “Document Only Hold.” The ETD metadata will be made available for open access immediately following graduation via the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period. The ETD document and supplemental files will be released immediately after two years unless an extension is requested and approved.

How do I extend a hold?
A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis.

Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. Please complete and submit the “Request for Extension of Thesis/Dissertation Hold” form found at grad.tamu.edu.

For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at thesis@tamu.edu or 979-845-3631.

Please select one of the following options: *

- 6) After approving the student’s Copyright and Availability form, you will be taken back to the main dashboard.
 - a) If “Immediate Release” is selected, the C&A form will be auto-approved for Thesis and Dissertation Services, and the status will change to “Approved”.
 - b) If a hold is selected, the C&A will need to be approved by Thesis and Dissertation Services (TDS). After approval by TDS, the status will change to “Approved”.

Student Search
Workflows ▾

ARCS Requests

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

NOTE: If you are unable to approve the C&A or do not see anything on the Dissertation milestone page, 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):

ARCS Request to review Dissertation for Adrian Student



DoNotReply@tamu.edu
To: approver@email.tamu.edu



Thu 5/12/2022 11:29 AM



TEXAS A&M UNIVERSITY
Graduate and
Professional School

A pending request to approve the Dissertation for Adrian Student is available for your review in the [ARCS Requests Dashboard](#) as the MEMBER approver (this can also be accessed by logging into [Howdy](#) and clicking on the "ARCS" icon).

Student Email: a.student@email.tamu.edu

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

If you have not claimed your NetID or have questions about your NetID, click [HERE](#).

If you need help enrolling in DUO or have any questions about DUO, click [HERE](#).

- 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):

Student Search

ARCS Requests

Type to search...

UIN *	Requestor *	Coll... *	Department *	Major *	Curricu... *	Exam ... *	Type *	Status *
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN		Dissertation Approval	Under Committee Review
777008888	Student, Arthur	EN	BMEN	BMEN	PHD-EN	3/8/2022	Final Exam Results	Pass

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

Overview Student Record - Notifications | Holds

Degree Plan — Preliminary Exam — Proposal — Residency — Candidacy — Final Exam — **Dissertation**

Dissertation

AAUDE and SED Surveys
View Details >

Copyright Approval Status
View Details >

Dissertation Approval Form
View Details >

Click to Begin Approval

- To approve the Thesis/Dissertation/Record of Study, click on the “Click to Begin Approval” button shown below.
- You can also view the details of the student request by selecting “View Details”. The following screen should appear:

Dissertation Approval Form
View Details ▾

Title: Testing Everything Standard Test

Graduation Term: Spring 2022 ▾

I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Vireo

Click to Begin Approval

- 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.

ApproveBack

- 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.