ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for Students

June 2023
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**NOTE:** Depending on your degree type, some of the forms listed above may not be necessary for completion of your degree. If you have questions about your degree requirements please consult with your Graduate Advisor, the Graduate and Professional catalog, or the Graduate and Professional School [website](#).
1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):

![My ARCS icon](image)

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your doctoral degree (see below):

![Milestones](image)

**NOTE:** The milestones may appear differently depending on your degree type.

a) If you have NOT submitted any requests, you will automatically be taken to the “Degree Plan” milestone.
b) Once you have submitted a request, the system will automatically take you to that open request.
c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

3) When you click on the “Preliminary Exam” milestone, the system will perform an audit to verify your eligibility to schedule the preliminary exam.

**NOTE:** If for some reason the audit does not begin, or you do not see any milestones, please contact the Grad School at GradARCS@tamu.edu.
4) After the degree audit has been completed, one of two views will be displayed based on your eligibility to schedule the preliminary exam (see below):

Ineligible to Schedule the Preliminary Exam View

- Degree Plan
- Preliminary Exam
- Proposal
- Residency
- Candidacy
- Final Exam
- Dissertation

Click on a milestone (circle) to begin/revise a request. You will be taken automatically to any incomplete requests.

Preliminary Exam Request
You are not eligible to schedule your preliminary exam due to the following reasons

<table>
<thead>
<tr>
<th>Status</th>
<th>Met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Plan GPA on degree evaluation = 2.826 Minimum GPA required = 3.0</td>
<td>No</td>
</tr>
<tr>
<td>Program GPA on degree evaluation = 2.862 Minimum GPA required = 3.0</td>
<td>No</td>
</tr>
</tbody>
</table>

Curriculum
Doctor of Philosophy
- Level: Graduate
- Program: PhD [AG]
- Admitted: Summer 2021 - College Station
- OR: Graduate
- Catalog: Summer 2021 - College Station
- College: Agriculture and Life Sciences
- Campus: College Station
- Major: Agronomy
- Major Dept: Soil & Crop Sciences

5) If you are not eligible to schedule your preliminary exam, you will receive the message, “You are not eligible to schedule your preliminary exam due to the following reasons” (see above). In the “Status” section, you will be provided reason(s) that need to be resolved before you can schedule your preliminary exam.

a) To resolve these issues, please contact your department’s pre-committee advisor. If you are unable to contact your pre-committee advisor, please contact the Grad School at gradprocessing@tamu.edu.
Eligible to Schedule the Preliminary Exam View

Preliminary Exam Request

Instructions:
To submit your request to hold the preliminary exam:
- Confirm that all members of your committee have been consulted and have agreed to hold the preliminary exam.
- If you have more than 6 hours of graded degree plan coursework remaining, please consult with your Department and committee Chair.
- Enter a Tentative Exam Completion Date
  - NOTE: The date should reflect when you expect to receive your final grade for the exam.
- Comments (optional) can be added and may include the location and time of the preliminary exam. Any comments entered are viewable by the approvers of your request.
- Confirm that you are registered in the term that you will be taking any component of the preliminary exam.
  - NOTE: If you are not registered in the term the preliminary exam is held, your exam results may be voided.

Graduate Committee Members - Doctoral

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landsberg, Joseph</td>
<td>Chair</td>
</tr>
<tr>
<td>Crawford, Victoria G.</td>
<td>Member</td>
</tr>
<tr>
<td>Lima-Pilho, Paulo</td>
<td>Member</td>
</tr>
<tr>
<td>Sotile, Frank</td>
<td>Member</td>
</tr>
</tbody>
</table>

☐ All committee members have been consulted and have agreed to hold the preliminary exam.

Tentative Exam Completion Date:

Comments: [1000 characters remaining]

Click to add a Graduate Committee Substitution

☐ You are 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. If the entire examination is held between semesters, you must have been registered for the term immediately preceding the examination. By checking the acknowledgement box, you verify that you are meeting the registration requirement to hold the preliminary exam. NOTE: Failure to register in the term the preliminary exam is held may result in your exam being voided.

Schedule Exam
6) If you are eligible to schedule your preliminary exam, you will be taken to the preliminary exam request screen (see above). Be sure to read through the instructions which provide descriptions for each of the following required fields:

   a) Committee Acknowledgement
   b) Tentative Exam Completion Date
   c) Registration Acknowledgement

**NOTE:** If you have more than 6 hours of graded coursework remaining (based off your degree plan), you will also be required to verify that you have consulted with your Department and committee Chair on this exception (see below).

**NOTE:** If you are not currently registered in the semester you wish to take the preliminary exam, you will be required to verify that you will meet the registration requirement by the time the exam is held (Failure to register in the term the preliminary exam is held may result in your exam being voided):
7) Once all the above required information has been entered, click on “Schedule Exam”.

   a) A second-degree audit will occur, please allow time for the audit to run.
   b) If any errors are detected, the fields that need to be corrected will be highlighted.

8) If one of your committee members is NOT able to grade your preliminary exam, please discuss with your committee Chair to determine an eligible substitute faculty member. Additionally, if the unavailable committee member is the ONLY outside committee member, you must substitute that individual with an outside faculty member.

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

   ![Click to add a Graduate Committee Substitution](image)

   **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:** Your committee Chair cannot be substituted.

   b) Select which committee member is not able to attend, and then either 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 GradARCS@tamu.edu.

9) Once the second audit finishes successfully, you should be taken to a new page (see below):
10) On this landing page, you will be able to track the approval status of your preliminary exam in the “Exam Request Approval Status” section, make changes to the request (see Changes to the Preliminary Exam Request), and cancel your request (see Cancelling the Preliminary Exam Request).

**NOTE:** Once your preliminary exam request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, or the Grad School at gradprocessing@tamu.edu.
Changes to the Preliminary Exam Request

1) If changes are needed for the preliminary exam request, select the “Change Exam” button in the “Exam Details” section. When you select “Change Exam”, the following section should be displayed (please be sure to read through the instructions section):

2) Once you have made any necessary changes, select “Change Exam” to submit changes to your preliminary exam request.

   a) Another degree audit will run to verify any changes made to the preliminary exam request.
   b) **NOTE:** Once your preliminary exam request receives approval from the department’s pre-committee approver, you will no longer be able to make changes to the request yourself.
   c) If further changes are needed, please contact your department pre-committee advisor, Committee Chair, or the Grad School at gradprocessing@tamu.edu.
Cancelling the Preliminary Exam Request

1) To cancel the preliminary exam request, select the “Cancel Request” button in the “Exam Details” section. The following screen should then be displayed:

![Cancellation Request Form]

2) You will need to add a reason for the cancellation in the “Reason for Cancellation” box.

a) After clicking “Cancel Request”, confirm your decision and the request will be reset.

b) **NOTE:** Once your preliminary exam request receives approval from the department’s pre-committee approver, you will no longer be able to cancel the request.

c) If the request needs to be cancelled after approval, please contact the Grad School at gradprocessing@tamu.edu.
PROPOSAL APPROVAL FORM

Student Walk-Through

1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):

![My ARCS Icon](image)

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

![Milestones](image)

**NOTE:** The milestones may appear differently depending on your degree type.

   a) If you have NOT submitted any requests, you will automatically be taken to the “Degree Plan” milestone.
   b) Once you have submitted a request, the system will automatically take you to that open request.
   c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

3) When you click on the “Proposal” milestone, the system will do a brief check to verify that you do not have any open petitions/requests in the Document Processing Submission System (DPSS).
a) If you have any open petitions/requests in DPSS, you will not be able to submit your proposal approval form. Please contact the Grad School Records Processors for any additional information at gradprocessing@tamu.edu or 979-845-3631.

4) On the proposal milestone landing page, the following should be displayed:
5) Be sure to read through the instructions which provide descriptions for each of the following required fields:
a) Committee Acknowledgement
b) Tentative Title
c) File Upload (can only be in PDF format)
d) Acknowledge research compliance requirements have been completed

6) Once all the above required fields have been entered, click on “Submit for Approval” and the following page should be displayed:

7) On this landing page, you will be able to track the approval status of your proposal in the “Proposal Approval Status” section and update your proposal as needed (see Update to Proposal section).
NOTE: Once your proposal request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, department, or the Grad School at gradprocessing@tamu.edu.

8) To verify that the correct document is uploaded, select the eye icon to the right of the PDF. After you click on the icon, a pop-up will appear on the screen displaying the document that was uploaded in that section (see below):

Returned Proposal Request

1) During the approval process, if your proposal request is returned for revisions by any approver, you should receive an email notification:
2) Click on the “My ARCS” link and after logging in, you should be taken to the ARCS milestones.

   a. If you are not taken to the ARCS milestones, log into Howdy and select the “My ARCS” icon at the top of the page.
   b. The following screen should be displayed, and the “Update Proposal” button should be active:
3) On this page you will have the option to review the reason for the return in the “Proposal Approval Comments” section, and view which approver returned your request. To make corrections to your document, see Update to Proposal section.
Update to Proposal

1) If you need to make any changes to your proposal (before it is approved by the pre-committee approver) or your proposal has been returned for any requested changes, click on the “Update Proposal” button in the “Proposal Details” section. The following screen should be displayed:

   ![Proposal Update Screen](image)

   - Tentative Title: Graduation, Here I Come
   - Upload File: My Awesome Proposal.pdf
   - Click to Review Research Compliance Requirements
   - Comments: [Characters Remaining: 1000]

   [Update Proposal] [Back]

2) You will have the options to update the “Tentative Title”, upload a new document, and/or provide comments as needed.

3) Once the relevant information has been updated, select “Update Proposal” to submit changes to your proposal.

   **NOTE:** If you are updating your document because it has been returned, the document will be automatically resubmitted to your pre-committee approver for review.

   **NOTE:** If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.
FINAL EXAM (DEFENSE) REQUEST
Student Walk-Through

1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

![Milestones Diagram]

NOTE: The milestones may appear differently depending on your degree type.

3) The system will automatically take you to the Final Exam (Defense) milestone, and a degree audit will begin, determining your eligibility to schedule the final exam. Please allow time for the audit to process.

   a) If you have already scheduled your final exam, but have not taken the exam yet, please contact the Grad School at GradARCS@tamu.edu to schedule your final exam in ARCS.
b) If you have already passed your final exam, you will be taken to the Thesis/Dissertation/Record of Study milestone. Detailed instructions for completing the Thesis/Dissertation/Record of Study milestone can be found in the Copyright & Availability Guide.

c) If the system does not take you directly to the Final Exam milestone, please click on the milestone. If there are any incomplete requirements, a list of what needs to be completed before you can schedule your final exam will be displayed.

NOTE: If for some reason the audit does not begin, or you do not see any milestones, please contact the Grad School at GradARCS@tamu.edu.

4) After the degree audit has been completed, one of two views will be displayed based on your eligibility to schedule the final exam (see below):

Ineligible to Schedule the Final Exam View:

5) If you are not eligible to schedule your final exam, you will receive the message, “You are not eligible to schedule your final exam due to the following reasons” (see above). In the “Status” section, you will be provided reason(s) that need to be resolved before you can schedule your final exam.
a) To resolve these issues, please contact your department’s pre-committee advisor. If you are unable to contact your pre-committee advisor, please contact the Grad School at gradprocessing@tamu.edu.

Eligible to Schedule the Final Exam View:
6) If you are eligible to schedule your final exam, you will be taken to the final exam request screen (see above). Be sure to read through the instructions which provide descriptions for each of the following required fields:

   a) Thesis/Dissertation/Record of Study Title (Tentative) – If applicable
   b) Do you plan on graduating this semester?
   c) All committee members have been consulted and have agreed to the following schedule
   d) Date and Time of the final exam (add location if known)
   e) Do you want your exam announcement to be public or private?
      i) Selecting “Public” will only add your defense announcement to the Graduate School website.
      ii) If you select “Public”, an additional window will open (see below):

         ![FERPA Agreement]

         iii) After reading the FERPA statement, select “I agree” to make your final exam announcement public.
         iv) If you have any questions on whether to make your final exam announcement public or private, please contact your advisor.

7) Once all the above required information has been entered, click on “Schedule Final Exam”.

a) A second-degree audit will occur, please allow time for the audit to run.
b) If any errors are detected, the fields that need to be corrected will be highlighted.

8) If one of your committee members is NOT able to attend your final exam, please discuss with your committee Chair to determine an eligible substitute faculty member. Additionally, if the unavailable committee member is the ONLY outside committee member, you must substitute that individual with an outside faculty member.

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

![Click to add a Graduate Committee Substitution](image1)

**NOTE:** Your committee Chair cannot be substituted.

b) Select which committee member is not able to attend, and then either 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 GradARCS@tamu.edu.

9) Once the second audit finishes successfully, you should be taken to a new page (see below):
10) On this landing page, you will be able to track the approval status of your final exam in the “Workflow Status” section and make changes to the final exam request (see Changes to the Final Exam Request).

**NOTE:** Once your final exam request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, or the Grad School at gradprocessing@tamu.edu.
Changes to the Final Exam Request

1) If changes are needed for the final exam request, select the “Change Exam” button in the “Exam Details” section (see below):

![Final Exam Request](image)

2) When you select “Change Exam”, the following section should be displayed (please be sure to read through the instructions section):

![Change Requested](image)
3) Once you have made any necessary changes, select “Change Final Exam” to submit changes to your final exam request.

   a) Another degree audit will run to verify any changes made to the final exam request.
   b) Reminder: Once your final exam request receives approval from the department’s pre-committee approver, you will no longer be able to make changes to the request yourself.
   c) If further changes are needed, please contact your department pre-committee advisor, Committee Chair, or the Grad School at gradprocessing@tamu.edu.

11) Once you receive approval from the department’s pre-committee approver, your final exam request landing page will change (see below):

![Final Exam Request](image-url)
COPYRIGHT AND AVAILABILITY

Student Walk-Through

1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):

![My ARCS Icon]

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

![Milestones Icons]

**NOTE:** The milestones may appear differently depending on your degree type.

3) If you have scheduled your final exam (have an approved final exam request), you will be able to submit the Copyright and Availability (C&A) form prior to taking the final exam.
   
   a) To complete the C&A form, click on the Thesis/Dissertation/Record of Study milestone.
b) If you have passed your final exam, the system will automatically take you to the Thesis/Dissertation/Record of Study milestone.

**NOTE:** If you have not passed your final exam or had your Copyright and Availability (C&A) form approved by your Chair, you will NOT be able to submit the Thesis/Dissertation/Record of Study Approval Form.

4) On the Thesis/Dissertation/Record of Study milestone, follow the instructions (see below):

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**Dissertation**

**Instructions**

For the Dissertation/Record of Study milestone, the following are required:

1. Complete the AAUDE and SED surveys and upload the completion certificates/screenshots.
   - For the SED survey, you will receive a certificate to upload.
   - For the AAUDE survey, you will receive a confirmation email. Please upload a PDF of this email or a screenshot of the email.
2. Complete and submit the Copyright and Availability form (Committee Chair approval of request required)
3. Once you have passed your final exam and completed the step above, you will have access to:
   - Submit your Dissertation/Record of Study to Vireo (sent@temu.edu)
   - Begin submission of the Dissertation/Record of Study Approval Form
4. Upload your Dissertation/Record of Study to Vireo
5. Complete and submit the Dissertation/Record of Study Approval Form

**NOTE:** For questions about submission deadlines for Vireo and graduation, please visit sent@temu.edu
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**AAUDE and SED Surveys**

Complete the AAUDE and SED surveys and upload the survey certificates to help us improve our graduate programs. For more information on the surveys, please visit the Graduate School website.

**NOTE:** To replace the survey uploaded, select “Upload AAUDE Certificate” or “Upload SED Certificate” and select the correct PDF file to upload.

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**Copyright and Availability Form**

View submission

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**Copyright Approval Status**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTER</td>
<td>Server, Isaac A.</td>
<td>Submitted</td>
<td>9/3/2023</td>
</tr>
<tr>
<td>CHAIR</td>
<td></td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>GRAD_SCHOOL_TDS</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

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**Dissertation Approval Form**

Begin Submission
5) Upload the AAUDE Confirmation Email and the SED Certificate to the appropriate links.

6) After you have uploaded the survey completion documents, begin submitting your Copyright and Availability Form, by selecting “Begin Submission”.

7) After selecting “Begin Submission”, the following screen should appear:

   Copyright and Availability
   Please consult with your committee chair on the Copyright and Availability form, required for clearance by Thesis & Dissertation Services (thesis@tamu.edu).

   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 U.S.C. 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

8) Read through the “TAMU Copyright Agreement”, “Acknowledgement of Content Statement”, and “Student Availability and Copyright Agreement” sections.
a) After reading the information provided, click the required boxes located to the left of the acknowledgement.

9) For the final section, select which availability option you would like for your manuscript (see below):
10) If you need help with the availability options, select “How to choose an availability option” (see below):

<table>
<thead>
<tr>
<th>Texas A&amp;M University</th>
<th>Electronic Theses and Dissertations (ETD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Choose an Availability Option</td>
<td></td>
</tr>
</tbody>
</table>

**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:
11) Select your availability option and then click on “Submit Request” (see below).

   a) If you select to place a “Document Only Hold” or “Full Record Hold” on your Thesis/Dissertation/Record of Study, a reason is required for the hold.
   b) Please consult with your advisor if you are uncertain which option to select or what explanation to provide.
12) You will be able to track the approval status of your form in the “Copyright Approval Status” section (see below):

13) Once you have passed your final exam and receive approval from your Chair for the C&A form, you will be able to submit your Thesis/Dissertation/Record of Study Approval Form. Instructions for completing the Thesis/Dissertation/Record of Study Approval Form can be found in the Manuscript Guide.
NOTE: If you are unable to submit your C&A for approval or do not see anything on the Thesis/Dissertation/Record of Study milestone page, please contact the Grad School at GradARCS@tamu.edu.
THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Student Walk-Through

1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

NOTE: The milestones may appear differently depending on your degree type.

   a) If you have NOT completed your final exam (defense), but have an approved final exam request, you will be automatically taken to the Final Exam milestone. However, you can still click on the Thesis/Dissertation/Record of Study milestone. NOTE: You can complete the Copyright and Availability form. However, you cannot submit the Thesis/Dissertation/Record of Study approval form until the final exam is passed.

   b) The system will automatically take you to the Thesis/Dissertation/Record of Study milestone once you have passed your final exam.

   c) If the system does not take you directly to the Thesis/Dissertation/Record of Study milestone after passing your final exam or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.
NOTE: Your completed Thesis/Dissertation/Record of Study needs to be uploaded to Vireo BEFORE you submit the Thesis/Dissertation/Record of Study approval form.

3) On the Thesis/Dissertation/Record of Study milestone landing page, the following should be displayed:

**Dissertation**

Instructions

For the Dissertation/Record of Study milestone, the following are required:

1. Complete the AAUDE and SED surveys and upload the completion certificates/screenshots.
   - For the SED survey, you will receive a certificate to upload.
   - For the AAUDE survey, you will receive a confirmation email. Please upload a PDF of this email or a screenshot of the email.
2. Complete and submit the Copyright and Availability Form (Committee Chair approval of request required)
3. Once you have passed your final exam and completed the steps above, you will have access to:
   - Submit your Dissertation/Record of Study to Vireo (grad.tamu.edu)
   - Begin submission of the Dissertation/Record of Study Approval Form
4. Upload your Dissertation/Record of Study to Vireo
5. Complete and submit the Dissertation/Record of Study Approval Form

NOTE: For questions about submission deadlines for Vireo and graduation, please visit grad.tamu.edu

**AAUDE and SED Surveys**

Complete the AAUDE and SED surveys and upload the survey certificates to help us improve our graduate programs. For more information on the surveys, please visit the Graduate School website.

NOTE: To replace the survey uploaded, select “Upload AAUDE Certificate” or “Upload SED Certificate” and select the correct PDF file to upload.

**Copyright and Availability Form**

View submission

**Copyright Approval Status**

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<th>Name</th>
<th>Status</th>
<th>Date</th>
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**Dissertation Approval Form**

Begin Submission

NOTE: If you have not had your Copyright and Availability (C&A) form approved by your Chair, you will NOT be able to submit the Thesis/Dissertation/Record of Study Approval Form. Detailed instructions for completing the surveys and C&A form can be found in the C&A Guide.

4) After receiving approval for your Copyright and Availability Form from your Chair, you will have the option to click on “Begin Submission” in the Thesis/Dissertation/Record of Study Approval Form section. The following screen should then be displayed:
Dissertation Approval Form

Instructions
- Enter the title of the document submitted to Vireo (if different from below).
- Your document should be uploaded to Vireo (etd.tamu.edu) prior to submitting this form for approval.

Title: Testing Everything Standard Test

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

Submit Back

5) Be sure to read through the provided instructions.

a) Verify the title of your Thesis/Dissertation/Record of Study matches the title of the document submitted to Vireo.
b) A graduation term may be selected but is not required.
c) Acknowledge that you have uploaded your Thesis/Dissertation/Record of Study in Vireo.
d) Click “Submit” to begin the Thesis/Dissertation/Record of Study approval process.
6) After submitting the Thesis/Dissertation/Record of Study approval form, you will see a pop-up in the right-hand corner verifying submission (see below):

7) After full committee approval, your manuscript will then need to be approved by your Department and Thesis & Dissertation Services (GRAD_SCHOOL_TDS). You will be able to track the approval status of your manuscript (see below):

NOTE: Any edits to your Thesis/Dissertation/Record of Study will need to be completed and approved in Vireo before you receive final approval from GRAD_SCHOOL_TDS.
8) Once all parties have approved the manuscript, you will see the results in the “Manuscript Results” section (see below):

### Manuscript Approval Status

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### Manuscript Results

Manuscript: Approved

**NOTE:** If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.