Final Thesis Submission Instructions

2018-2019
Undergraduate Research Scholars
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 25-April 8, 2019</td>
<td>Work with faculty advisor(s) to approve content of final thesis.</td>
</tr>
<tr>
<td>April 1, 2019 at noon</td>
<td><strong>Deadline:</strong> Submit public presentation report (College Station campus only).</td>
</tr>
<tr>
<td>April 4-5, 2019</td>
<td>Attend drop-in sessions for thesis formatting help from 3-5 pm in HEND 103 (4/4) 114C (4/5).</td>
</tr>
<tr>
<td>April 8, 2019 at noon</td>
<td><strong>Deadline:</strong> Submit Final Thesis Part 1 in eCampus for formatting approval. Send final thesis to faculty advisor(s) for content approval.</td>
</tr>
<tr>
<td></td>
<td><strong>Teams:</strong> Only primary contacts submit Part 1.</td>
</tr>
<tr>
<td>April 8-May 1, 2019</td>
<td>Final thesis review and approval by LAUNCH: UGR staff and primary faculty advisor. <strong>Teams:</strong> Everyone submits Part 2. Everyone must receive individual approval from primary faculty advisor through the STSS.</td>
</tr>
<tr>
<td>April 22, 2019 at noon</td>
<td><strong>Deadline:</strong> Submit public presentation report (Galveston and Qatar campuses only).</td>
</tr>
<tr>
<td>May 3, 2019</td>
<td><strong>May 2019 Graduates:</strong> Last day to RSVP for the LAUNCH Recognition Ceremony.</td>
</tr>
<tr>
<td>May 8, 2019</td>
<td><strong>May 2019 Graduates:</strong> Attend LAUNCH Recognition Ceremony and receive URS medallion.</td>
</tr>
<tr>
<td>June 1, 2019</td>
<td>Projected OAKTrust publication date for non-embargoed theses.</td>
</tr>
</tbody>
</table>
Process, Part 1: eCampus Community

• April 8, 2019 at noon is the deadline to submit your final thesis to eCampus for Part 1 of the Final Thesis Submission Process.

• Starting April 8, 2019 at noon, LAUNCH: UGR staff will begin to review submitted theses for formatting only.

• It is your responsibility to send your final thesis to your faculty advisor by April 8, 2019 at noon for content review.

• Similar to the installment process, you will work with LAUNCH: UGR staff to correct your document through eCampus, as needed.

• **However, further action is required of you**, any team members, and your faculty advisor, once you receive the “formatting approved” email.
Process, Part 2: STSS

• The “formatting approved” email will direct you to complete Part 2 of the Final Thesis Submission Process through the Scholars Thesis Submittal System (STSS), the same online platform through which you submitted the URS program’s proposal and timeline.

• By the time you receive the “formatting approved” email, LAUNCH: UGR staff should have uploaded your approved final thesis PDF in the STSS for you.

• Next, you and any team members must update your profile(s) in the STSS and verify that the correct final thesis document has been uploaded.

• Remember to keep a close eye out for the Part 2 submission deadline listed in Part 1’s “formatting approval” email (this email should arrive within two weeks of the original Part 1 submission deadline).
By completing Part 2 of the Final Thesis Submission Process through the STSS, you are achieving two important tasks:

1. Requesting approval of your final URS thesis and embargo choice from your primary faculty advisor through an automated email. You will know the approval request email has been sent to your faculty advisor once you receive your own “Final Thesis Submission (Part 2) Confirmation” email.

2. Entering your own data for input into your OAKTrust thesis profile. All of the information you enter into the STSS during Part 2 of the final thesis submission process accompanies your final thesis PDF on OAKTrust. Take another look at profile example we used in the Thesis Formatting Workshop and keep the page in mind while completing Part 2 in the STSS: https://oaktrust.library.tamu.edu/handle/1969.1/164494
To Do Before Noon on April 8, 2019:
Regroup with Your Faculty Advisor

Review the entire thesis
- Are you using the right template?
- Are you citing sources correctly?
- Is the project research compliant?
- Are all names and departments spelled correctly?
- Are all contributors acknowledged correctly?

Decide on the document embargo
- Are you submitting to a professional journal?
- Do you have a patent under review?
- Is this sensitive or confidential research?
- Are you ready to release the document to the public?
Resources

- Common Mistakes Guide
- Thesis Formatting Workshop Presentation
- Thesis Templates
  - STEM
  - Arts and Humanities
  - Creative Works
  - LaTeX
- Drop-in Sessions in HEND from 3-5 pm:
  - April 4 in HEND 103
  - April 5 in HEND 114C
- Faculty Advisor(s)
- University Writing Center
- OAKTrust Collection
- More Resources
Final Thesis Submission Process
Part 1: eCampus Community Submission

Deadline: April 8, 2019 at noon
Assignment Information

**Due Date**
Monday, April 8, 2019
12:00 PM

**Points Possible**
1

**DEADLINE TO SUBMIT TO ECAMPUS:** Monday, April 8, 2019 at NOON (11:59 AM)

Things to do BEFORE submitting:

1. **Meet** with your faculty advisor about your thesis content. No significant content changes can be made after April 8th.


3. **Consider** attending a Drop-In Session in Henderson Hall for last minute document feedback.
   - 3:00 - 5:00 PM on Thursday, April 4 in HEND 103
   - 3:00 - 5:00 PM on Friday, April 5 in HEND 114C
Name your PDF: YOURLASTNAME-FINALTHESIS-2019
Submit Part 1

[Buttons: Cancel, Save Draft, Submit]
Needs Corrections / Approval

• ***Follow the same process as installments***
• 1 – Approved, move on to part 2 in the STSS
• 0 – Needs Corrections, submit revised doc. to eCampus
When to Begin Part 2 in the STSS

Only begin Part 2 of the Final Thesis Submission Process after you receive the Part 1 “formatting approved” email. Note the DATE and TIME provided to you in the email. This will be your deadline to complete Part 2.
Final Thesis Submission Process
Part 2: Scholars Thesis Submittal System (STSS)

**Deadline:** Varies, depending on when your Part 1 submission is approved
Scholars Thesis Submittal System (STSS)


About Part 1

Final thesis submissions will be made through both the eCampus Community at http://ecampus.tamu.edu and the Scholars Thesis Submittal System (STSS) at http://scholarsthesis.tamu.edu.

Final theses are uploaded to eCampus by students first to allow LAUNCH: UGR staff to check documents for proper formatting.

The deadline for students to submit final theses to eCampus is Monday, April 8, 2019 at noon.

Once the eCampus theses are approved by LAUNCH: UGR staff, LAUNCH: UGR staff will upload the approved PDFs to the Scholars Thesis Submittal System (STSS) on behalf of the student.

Students will then be directed to the STSS in Step 2 of the final thesis submission in order to input additional information required before the completion of the program. By this time, faculty advisors should have already reviewed theses outside of both eCampus and the STSS, as their approval is expected within 48 hours (business days) of a student’s completion of Part 2. Thesis and author information including thesis titles, keywords, author names, majors, and embargo options must be updated at this time by the student.
TEAM THESIS SUBMISSION INSTRUCTIONS:
Only a team's primary contact is expected to complete Part 1 (the final thesis submission in eCampus), due on Monday, April 8, 2019 at noon.

HOWEVER, once the eCampus thesis has been approved by LAUNCH: UGR staff, ALL TEAM MEMBERS will be REQUIRED to complete Part 2 of the Final Thesis Submission Process in the STSS AND receive individual faculty advisor approval.
STSS Homepage

Part 2 Instructions

1. Select the "Manage/View your submission(s)" button below and **SELECT the "CONTINUE" button** next to your original application.

   **DO NOT** start a new application or delete your existing application.

2. Follow the prompts on pages 1-3 to update your personal, document and faculty advisor information, license agreement, embargo selection, etc.

3. On page 4, verify that your primary manuscript is the same one approved by LAUNCH: Undergraduate Research staff in eCampus.

4. On page 5, click Confirm and Submit to complete Part 2 of the Final Thesis Submission Process and to request faculty advisor approval.

If your faculty advisor has asked you to submit corrections to your 2018-2019 Undergraduate Research Scholars Thesis, please email us at ugr@tamu.edu to reopen your submission.

Please contact us at ugr@tamu.edu with any questions or concerns regarding submission procedures.
STSS Homepage

Manage/View your submission(s)
# Final Thesis in Progress

Currently accepting submissions for the May 2019 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
</table>

Start a submission
Five Sections

1. Verify Your Information
2. License Agreement
3. Document Information
4. Upload Your Files*
5. Confirm & Submit

*REMEMBER:
LAUNCH: UGR will upload your e-Campus-approved document for you!
1. Verify Your Information

A. Personal Information
   i. Full name as listed in university records
   ii. Texas A&M-issued email address
   iii. Orcid iD (optional)

B. Affiliation
   i. College
   ii. Program
   iii. Department
   iv. Degree
   v. Major

C. Phone & Address
   i. Permanent phone number
   ii. Permanent email address
1. Verify Your Information

Personal Information

* First Name: Annabelle

* Last Name: Aymond

TAMU Email: annabelle.aymond@tamu.edu

ORCID ID: 0000-0001-7709-3063

Optional

（提示信息）
1. Verify Your Information

Affiliation

* College: College of Liberal Arts
* Program: 2018-2019
* Department: Communication
* Degree: BA
* Major: Telecommunication Media Studi

Do not change!
If this drop-down does not say 2018-2019, your STSS profile will be lost!
1. Verify Your Information

Phone & Address

* Permanent Phone: 979-123-1234
* Permanent Email: personal-email@gmail.com
2. License Agreement

License Agreement

You must agree to the non-exclusive license below in order to continue:

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my Undergraduate Research Scholars Thesis allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my Texas A&M Faculty Research Advisor and LAUNCH: Undergraduate Research.

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 Undergraduate Research Scholars Thesis in whole or in part in all forms of media, now or hereafter known.

To the extent this Undergraduate Research Scholars Thesis 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 Undergraduate Research Scholars Thesis.

I also retain the right to use in future works (such as articles or books) all or part of this Undergraduate Research Scholars Thesis.

Note: Before you complete your final thesis submission, your Texas A&M faculty advisor MUST have reviewed AND approved your document outside of the Scholars Thesis Submittal System. Your document should be complete and finalized according to the formatting requirements outlined in the Thesis Manual before submitting.

I have read and fully agree to the TAMU copyright agreement regarding my Undergraduate Research Scholars Thesis.
2. License Agreement

Save and Continue

☑ Check this box to continue.

Save and Continue
3. Document Information

A. Document Information
   i. Official Thesis Title
   ii. Expected Graduation Date
   iii. Document Type
   iv. Abstract
   v. Keywords

B. Faculty Advisor Information (i.e., Committee Contact)
   i. Full Name
   ii. Email Address

C. Embargo Options
   i. None
   ii. 2 year patent hold
   iii. 2 year journal hold
3. Document Information

**WARNING: TEAM THESIS SUBMISSIONS**

The document information for **ALL** team members must be **exactly the same**. If the information does **NOT** match (e.g., different titles, abstracts, keywords, faculty advisor information, etc.), there will be delays in the completion of the program for all members.
3. Document Information

- **Official Thesis Title**
  (title case, no punctuation):

- **Expected Graduation Date**
  Degree Month: May
  Degree Year: ...choose

- **Document Type**: ...choose

- **Abstract** (text only, no title or names):

- **Keywords** (separated by semicolons): Keyword one; Keyword two
3. Document Information

Completed Example

Checklist:

- Title must match thesis document
- Title must be title case
  - DO NOT USE ALL CAPS
  - Do not use ending punctuation.
- Use abstract body text only
  - Do not include thesis title or names
- Enter 4-10 keywords that will help categorize your thesis in search engines.
3. Document Information

Faculty Advisor Information

Enter your primary Texas A&M FACULTY ADVISOR’S first and last name.

First Name  MI  Last Name

Committee Contact Email

* FACULTY ADVISOR EMAIL ADDRESS:

Double check that you enter your faculty advisor’s correct email. If the email address is incorrect, they will not receive the request to approve your thesis!
3. Document Information

Faculty Advisor Information

**WARNING:** STUDENTS WITH MULTIPLE ADVISORS

If you have multiple faculty advisors, you should enter the information for the same advisor that approved your application at the beginning of the program.

If you secondary advisor wants to approve your document before you complete the program, you will need to facilitate that process outside of the URS program.
3. Document Information

Completed Example

FACULTY ADVISOR INFORMATION
Enter your primary Texas A&M FACULTY ADVISOR'S first and last name.

First Name  MI  Last Name
Caroline     Last Name

Committee Contact Email

* FACULTY ADVISOR EMAIL ADDRESS:
caroline.sonnier@tamu.edu
3. Document Information

Embargo Options – Faculty Advisors Must Approve

* Embargo Options

Select an embargo (places a hold on your thesis document). Discuss your selection with your faculty advisor first—they will be asked to approve this selection with your final thesis document.

None: The work will be published after approval.

2-year Journal Hold: You request that we withhold your thesis from publication in the Texas A&M Digital Repository for two years to provide you with time to prepare its contents for publication in a scholarly journal.

2-year Patent Hold: You request that we withhold your thesis from publication in the Texas A&M Digital Repository for two years for proprietary purposes or for securing a patent.

Withhold your document from publication in OAKTrust for at least 2 years while you work toward a patent or publication in a professional journal.
3. Document Information

Completed Example – Faculty Advisors Must Approve

Embargo Options

Select an embargo (places a hold on your thesis document). Discuss your selection with your faculty advisor first—they will be asked to approve this selection with your final thesis document.

None: ○ The work will be published after approval.

2-year Journal Hold: ○ You request that we withhold your thesis from publication in the Texas A&M Digital Repository for two years to provide you with time to prepare its contents for publication in a scholarly journal.

2-year Patent Hold: ○ You request that we withhold your thesis from publication in the Texas A&M Digital Repository for two years for proprietary purposes or for securing a patent.
3. Document Information

Save and Continue

Save and Continue >>
4. Upload Your Files

Instructions

By this time, you should have completed Part 1 of the Final Thesis Submission Process in the 2018-2019 URS eCampus Community. If you have not completed Part 1, please navigate to eCampus and do so immediately.

1. Make sure you have **completed Part 1** of the Final Thesis Submission Process in the URS eCampus Community.

2. Download the PDF in the upload section below to verify that it is the **same PDF approved** by LAUNCH: UGR staff in eCampus.

3. **DO NOT click Replace Manuscript** unless instructed by LAUNCH: UGR staff.

4. **If your faculty advisor requests changes to your document**, contact LAUNCH: UGR staff at ugr@tamu.edu immediately.

**REMEMBER:**
LAUNCH: UGR already uploaded your e-Campus-approved document for you!
4. Upload Your Files

Incorrect Example – Missing Document

No document?

• Has LAUNCH: UGR approved and uploaded your Part 1 submission?
• Did you accidentally delete or replace the file?
• Contact ugr@tamu.edu.
4. Upload Your Files

Correct Example – Uploaded Document

Click on your document to download and verify that it is correct.

**DO NOT REPLACE** your document or there will be a significant delay in your completion of the program.
4. Upload Your Files

Save and Continue
5. Confirm & Submit

Instructions:
Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form’s data without contacting your local thesis office.
5. Confirm & Submit

About You

Name: Aymond, Annabelle G
ORCID ID: 0000-0001-7709-3063
TAMU Email: annabelle.aymond@tamu.edu
Permanent Phone: 979-845-1957
Permanent Email: personal-email@gmail.com
[edit your personal information]
5. Confirm & Submit

Academic Affiliation

Program: 2018-2019 Undergraduate Research Scholars
College: College of Liberal Arts
Department: Communication
Degree: BA
Major: Telecommunication Media Studies

[edit your academic affiliation]
## 5. Confirm & Submit

### Document Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Thesis Title</td>
<td>How to Submit a URS Final Thesis</td>
</tr>
<tr>
<td>Expected Graduation Date</td>
<td>May 2019</td>
</tr>
<tr>
<td>Document Type</td>
<td>Final Thesis</td>
</tr>
<tr>
<td>Abstract</td>
<td>Lorem Ipsum dolor sit amet, consectetur adipiscing elit. Sed mattis sem eu</td>
</tr>
<tr>
<td></td>
<td>sem eu sem eu sem, eget malesuada nisl tacit. Mauris feils elit, ultrices</td>
</tr>
<tr>
<td></td>
<td>vitae justo id, finibus tempus erat. Integer eget malesuada nisl, non porttitor</td>
</tr>
<tr>
<td></td>
<td>purus. Nam sed saccipit tortor. Etiam feugiat ornare massa volutpat auctor.</td>
</tr>
<tr>
<td></td>
<td>Vivamus ut lorem hendrerit, facilis purus eget, ac tor auct or nisl. Cras</td>
</tr>
<tr>
<td></td>
<td>eget lectus consectetur, congue diam vel, mollis dolor. Nulla facilisi.</td>
</tr>
<tr>
<td></td>
<td>Suspendisse potenti.</td>
</tr>
<tr>
<td>Keywords</td>
<td>How To; Lorem Ipsum, Undergraduate Research, Theses and Dissertations</td>
</tr>
<tr>
<td>Faculty Advisor Information</td>
<td>Sonnier, Caroline</td>
</tr>
<tr>
<td>Faculty Advisor Email Address</td>
<td><a href="mailto:caroline.sonnier@tamu.edu">caroline.sonnier@tamu.edu</a></td>
</tr>
<tr>
<td>Embargo Options</td>
<td>None - The work will be published after approval.</td>
</tr>
</tbody>
</table>
5. Confirm & Submit

Verify Matching Document Information: Official Thesis Title and Abstract

**Document Information**

- **Official Thesis Title (title case, no punctuation):**
- **Expected Graduation Date:** May 2019
- **Document Type:** Final Thesis
- **Abstract:**

**HOW TO SUBMIT A URS FINAL THESIS**

An Undergraduate Research Scholars Thesis

by

Annaelle G. Ayman

Submitted to the Undergraduate Research Scholars program at Texas A&M University in partial fulfillment of the requirements for the designation as an UNDERGRADUATE RESEARCH SCHOLAR

Approved by Research Advisor:

Dr. Caroline Sennor

Major: Telecommunication Media Studies

**ABSTRACT**

How to Submit a URS Final Thesis

Annaelle G. Ayman

Department of Communication
Texas A&M University

Research Advisor: Dr. Caroline Sennor
Department of English
Texas A&M University


WARNING: TEAM THESIS SUBMISSIONS

The document information for ALL team members must be **exactly the same**. If the information does **NOT** match (e.g., different titles, abstracts, keywords, faculty advisor information, etc.), there will be delays in the completion of the program for all members.
5. Confirm & Submit

Uploaded Files

Uploaded Files

Final Thesis (Approved PDFs only): AYMOND-FINALTHESIS-2019.pdf (154 KB)
[edit your uploaded files]
5. Confirm & Submit

Final Submission

Warning:
After pressing 'Confirm and Submit' you cannot make any more changes to the form's data without contacting your local thesis office.
5. Confirm & Submit

1. Verify Your Information
2. License Agreement
3. Document Information
4. Upload Your Files
5. Confirm & Submit
Submittal Complete

Instructions:

Howdy,
Your faculty advisor will receive an automated email requesting approval for your final thesis document and embargo (thesis hold) selection.
Your final thesis document and embargo (thesis hold) selection must be approved by your faculty advisor for you to complete the program.
If your faculty advisor asks you to make revisions to your document, please contact us at ugi@tamu.edu as soon as possible.
Visit our FAQs at http://launch.tamu.edu/URS/URS/FAQs for answers to common questions, or email us at ugi@tamu.edu.

Thank you,
LAUNCH: Undergraduate Research
ugi@tamu.edu
979-845-1957
View submission status
# Submission Status

Currently accepting submissions for the May 2019 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Submit a URS</td>
<td>AYMOND-FINALTHESIS-</td>
<td>Final Thesis</td>
<td>11 December</td>
<td>Mary Caroline</td>
<td>View</td>
</tr>
</tbody>
</table>
View Application

Current Submission State

Current Submission State: Final Thesis Submitted
Your Submission cannot be changed at this time.

REMEMBER:
If your faculty advisor requests changes to your document at this stage, email ugr@tamu.edu.
View Application

**About You**

- **Name:** Ayambele, Amadou C
- **OIS #:** 0208 001 7791 305
- **Email Address:** amadouc.ayambele@asu.edu
- **Permanent Phone:** 479-831-1517
- **Permanent Email:** amadouc.ayambele@gmail.com

**Academic Affiliation**

- **Program:** 2018-2019 Undergraduate Research Scholars
- **College:** College of Liberal Arts
- **Department:** Communication
- **Degree:** BA
- **Major:** Telecommunications Media Studies

**Document Information**

- **Thesis Title:** [Title]
- **Thesis Type:** [Type]
- **Expected Graduation Date:** May 2019
- **Document Type:** [Type]
- **Abstract:** [Abstract]
- **Keywords:** [Keywords]
- **FACULTY JUDGMENT INFORMATION**
- **E-Mail Address:** [Email]

**Embargo Options**

- **Embargo Options:** [Options]
- **Alternative Option:** [Option]
- **2-Year Patent Hold:** [Hold]
- **1-Year Journal Hold:** [Hold]

**Uploaded Files**

- **File:** ANHOL FINALTHESIS2019.pdf (1.54 MB)
View Application

Submission Action Log

The Action Log shows a history of your actions in the STSS.
View Application

Please do not use the message box. We do not get notifications when messages are submitted. Instead, send an email to ugr@tamu.edu.
Dear Annabelle Aymond:

This message is to confirm the submission of your 2018-2019 Undergraduate Research Scholars Thesis. Your faculty advisor should receive an automated email request to review and approve your thesis submission.

If you are asked to revise your thesis by your faculty advisor, please send an email to ugr@tamu.edu as soon as possible so we can reopen your application for resubmission.

Review your submission and application status at:

http://scholarsthesis.tamu.edu/submit

You will receive a separate notice from ugr@tamu.edu when all approvals have been processed and you have officially completed the program.

Please do not hesitate to contact us at ugr@tamu.edu to confirm your status in the program.

Thanks & Gig 'Em,

LAUNCH: UGR
uhr@tamu.edu
Faculty Advisors
Email Confirmation

Faculty Advisor

Dear Faculty Advisor:

You are receiving this message because Annabelle Aymond has submitted a 2018-2019 Undergraduate Research Scholars Thesis for your review.

Title: How to Submit a URS Final Thesis

You can access the thesis and submit approval at:

http://scholarsthesis.tamu.edu/advisor/xoooo/review

Note: Please use caution when sharing this email. Anyone with the link above will have access to view the thesis submission upon logging in with a TAMU NetID and Password.

To expedite the review of Annabelle Aymond’s application, please submit your approval within 48 hours (business days) of receiving this request.

If you have any questions about this submission, how to submit approval, or the program in general, please email us at  ugr@tamu.edu or call 979.845.1957.

Sincerely,

Dr. Sarah M. Misermer, Associate Director Annabelle Aymond, Program Coordinator Dr. Caroline Sonnier, Program Assistant Matthew Blizfell, Program Alide Dr. Guruvleen Rathore, Program Alide Undergraduate Research Scholars Program

LAUNCH: Undergraduate Research
Texas A&M University
Henderson Hall | 4239 TAMU
ugr@tamu.edu
979.845.1957
Review Application

Application Activity

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annabelle Aymond</td>
<td>Submission status changed to 'Final Thesis Submitted'</td>
<td>25/03/2019 02:39:06 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Caroline Sornier' modified</td>
<td>25/03/2019 02:39:01 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Caroline Sornier' added</td>
<td>25/03/2019 02:39:01 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Caroline Sornier' removed</td>
<td>25/03/2019 02:39:01 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>LICENCE file 'LICENCE.txt' (1 KB) uploaded</td>
<td>25/03/2019 02:38:59 PM</td>
</tr>
</tbody>
</table>
Review Application

Please provide approval for both the student’s embargo choice and the final thesis (the “application”).

FACULTY ADVISORS WITH TEAM SUBMISSIONS:

You will receive individual emails for each student on the team. Although the final thesis document and embargo selection should be exactly the same, you must individually approve each student in the STSS.
Review Application

Feel free to leave comments nominating your student(s) for Outstanding Undergraduate Research Scholar. However, we do not get notifications when messages are submitted. For a timely response, send an email to ugr@tamu.edu.

Comments

Comments:
Review Application

Completed Example

Approval

Approve Embargo:  
- I approve of the embargo selection.  
- I reject the embargo selection. (Please leave a comment explaining why below)

Approve Application:  
- I approve this application.  
- I reject this application. (Please leave a comment explaining why below)

Comments:  
I nominate this student for LAUNCH: UGR's Outstanding Undergraduate Research Scholar in Liberal Arts/Humanities Award.
Review Application

Approval Submitted

Current Submission State: [2]
Final Thesis Submitted!
This Submission can be reviewed at this time.

Your input has been recorded. You may return to this page to follow the application's progress, or provide additional input in the future.
Review Application

If Your Proposal Approval Still Active

We have attempted to remove all proposal approvals in preparation for the final thesis approval process. If your proposal approval is still active:

• Check the boxes to remove approval
• Add a comment
• Click “Submit”
Once your proposal approval has been cleared:

- Make the appropriate approval selections
- Add a comment (optional)
- Click submit
Program Completion and Recognition
How do I know I have completed the program?

Once you have officially completed the 2018-2019 Undergraduate Research Scholars thesis program, you will receive an email with the following subject line:

Undergraduate Research Scholars Program Completion Confirmation

You will also receive two requests:

• **EVERYONE**: URS Program Exit Survey
• **MAY 2019 Graduates**: RSVP for the LAUNCH Recognition Ceremony
Program Completion and Recognition

Undergraduate Research Scholars Medallion

***Medallions are only available for pickup at the LAUNCH Recognition Ceremony OR at your own commencement ceremony. Students unable to pickup medallions at one of these two venues will not receive a medallion.***
Program Completion and Recognition

Transcript Notation AFTER Graduation
Institutional Honors: Undergraduate Research Scholar

Commencement Program Notation

*Undergraduate Research Scholars*

The Undergraduate Research Scholars program provides motivated undergraduates the opportunity to engage in quality, in-depth research experiences. Over two semesters Scholars work with faculty mentors to produce a formal undergraduate research thesis and a public presentation of their research results.
Program Completion and Recognition

Invitation to the LAUNCH Recognition Ceremony

Undergraduate Research Scholars **graduating in May 2019**, as well as their faculty advisors and family members, are invited to attend the May 2019 LAUNCH Recognition Ceremony.

**Wednesday, May 8, 2019**
10:00-11:30 AM
MSC Bethancourt Ballroom

**RSVP by Friday, May 3:** [http://calendar.tamu.edu/launch/#event_id/37990/view/event](http://calendar.tamu.edu/launch/#event_id/37990/view/event)

**Not graduating in May 2019?** LAUNCH hosts recognition events at the end of each semester. You may not pick up graduation regalia until the semester of your commencement ceremony.
Program Completion and Recognition

The availability of your Undergraduate Research Scholars Thesis in the Texas A&M University OAKTrust Repository depends on the embargo choice you selected during the Final Thesis Submission Process (approved by your faculty advisor).

If you selected **NO EMBARGO**:
Your thesis will be available as early as June 1

If you selected **TWO YEAR JOURNAL/PATENT EMBARGO**:
LAUNCH: UGR will send an embargo expiration notice to your faculty advisor in two years to request either the release of your thesis or an extension to the embargo. However, your faculty advisor may email ugr@tamu.edu at any time to release the embargo on your thesis.
Program Completion and Recognition

The availability of your Undergraduate Research Scholars Thesis in the Texas A&M University OAKTrust Repository depends on the embargo choice you selected during the Final Thesis Submission Process (approved by your faculty advisor).

EXAMPLE OAKTRUST PROFILE:
https://oaktrust.library.tamu.edu/handle/1969.1/164494

EXAMPLE URS THESIS CITATION:
FYI – Other Recognition May Apply

Honors Fellows

Students graduating with Honors Fellows must have completed at least 30 hours of Honors course credit, including 9 hours in the University Core Curriculum and 12 hours in 300-400 level courses. Additionally, all Honors Fellows have completed a capstone project. Honors Fellows are required to remain active with the Honors Student Council and make an annual update to their ePortfolios. Students must maintain at least a 3.5 cumulative Grade Point Ratio with at least a 3.25 Grade Point Ratio in Honors coursework.

Latin Honors

Students graduating with Latin honors distinctions have enrolled in and successfully completed a minimum of 60 undergraduate semester hours required for the baccalaureate degree. The category of Latin honors attained is determined by grade point ratio of all college hours attempted, excluding transfer hours. The categories are as follows:

Cum Laude: A student may be graduated Cum Laude with a Grade Point Ratio of 3.50 to 3.699.

Magna Cum Laude: A student may be graduated Magna Cum Laude with a Grade Point Ratio of 3.70 to 3.899.

Summa Cum Laude: A student may be graduated Summa Cum Laude with a Grade Point Ratio of 3.90 or above.

Honors Stoles

Texas A&M undergraduates who complete the requirements for any of the distinctions listed above or for college- and departmental-level honors programs are awarded a gold satin stole to wear with their commencement robes. The university presents the stoles to honors graduates in recognition of their accomplishments.

Questions about other recognition or graduation regalia can be directed to honors@tamu.edu.
Contact Us

Dr. Sarah M. Misemer
Associate Director for Undergraduate Research and Full Professor of Hispanic Studies

Annabelle G. Aymond
Program Coordinator for Undergraduate Research

M. Caroline Sonnier
Program Assistant for Undergraduate Research

Matthew Bizzell, Ph.D. Candidate, and Dr. Gurlovleen Rathore
Thesis Assistants for Undergraduate Research

(979) 845-1957  |  Henderson Hall
ugr@tamu.edu  |  launch.tamu.edu
@TAMU_UGR