Final Thesis Submission Instructions

2019-2020

Undergraduate Research Scholars

LAUNCH
UNDERGRADUATE RESEARCH
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23-April 6, 2020</td>
<td>Work with faculty advisor(s) to approve content of final thesis.</td>
</tr>
<tr>
<td>April 2-3, 2020</td>
<td>Attend virtual drop-in sessions for thesis formatting help from 3-5 pm via Zoom.</td>
</tr>
<tr>
<td>April 6, 2020 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>April 6-April 29, 2020</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>June 1, 2020</td>
<td>Projected OAKTrust publication date for non-embargoed theses.</td>
</tr>
</tbody>
</table>
Under 5 minutes:
Final Thesis Submission Process

https://youtu.be/yyI0pg7YcJM
Process, Part 1: eCampus Community

• April 6, 2020 at noon is the deadline to submit your final thesis to eCampus for Part 1 of the Final Thesis Submission Process.

• Starting April 6, 2020 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 6, 2020 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).
Process, Part 2: STSS continued

• 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 6, 2020:
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

• All URS Resources
• Thesis Manual & Policy Guide
• Common Mistakes Guide
• Thesis Formatting Workshop Presentation (available in eCampus)
• Drop-in Sessions via Zoom from 3-5 pm
• University Writing Center
• OAKTrust Collection
Final Thesis Submission Process
Part 1: eCampus Community Submission

Deadline: April 6, 2020 at noon
TEAMS

• Only primary contacts need to submit Part 1 through eCampus.
• All members will submit Part 2 when prompted by your thesis reviewer.
Assignments Listing

**Final Thesis Submission (Part 1)**

**Deadline:** April 6, 2020 at noon

**Assignment Description:** Final Thesis Submission

**Grading Information:** Explanation of Grading in eCampus (Instructions for Submitting Corrections)
Final Thesis Submission (Part 1)

Final Thesis Submission (Part 1) Document Upload
Deadline: April 6, 2020 at noon
Assignment Description: Final Thesis Submission
Grading Information: Explanation of Grading in eCampus (Instructions for Submitting Corrections)
Document Upload
Name and Browse for PDF File

Name your PDF: YOURLASTNAME-FINALTHESIS-2020
Submit Part 1

**WARNING:** If you do not click **Submit**, your submission will remain in progress. **LAUNCH:** UGR staff cannot access in progress submissions.
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.

---

Dear Annabelle,

This message confirms your completion of Part 1 of the URS final thesis submission process. The formatting of your document has been approved and you are now ready to move on to Part 2, submission to the Scholars Thesis Submittal System (STSS).

The deadline for you to complete Part 2 is DATE by TIME.

PART 2:

We have already transferred your formatting-approved thesis document from eCampus to the STSS. Do not remove or replace this document unless requested by LAUNCH: UGR.

Your next step is to login to the STSS at [http://scholarsthesis.tamu.edu](http://scholarsthesis.tamu.edu) and update your information. The information you submit in the STSS is permanent and will be available to the public once your document is published to the OAITrust Repository.

In the STSS, you will be asked to complete a license agreement, select your document embargo options, enter your abstract and keywords, and verify your document file.

Once you complete your STSS submission, your faculty advisor will receive an automated email prompting them for final approval in the STSS.

Step-by-step instructions for the STSS start on page 12 of this PDF: xxxx

We would also appreciate your feedback on your experience in the URS program through an Exit Survey: xxxx

The survey should take no more than 10 minutes of your time. Your feedback on this survey is very important in helping us determining the future direction of the Undergraduate Research Scholars program.

If you have any questions or concerns, please contact us at igr@tamu.edu.

Best regards,

LAUNCH: UGR Staff

igr@tamu.edu
Final Thesis Submission Process
Part 2: Scholars Thesis Submittal System (STSS)

Deadline: Varies, depending on when your Part 1 submission is approved
STSS Homepage

Scholars Thesis Submittal System (STSS)

2019-2020 Undergraduate Research Scholars (URS)
Final Thesis Submission - Part 2

Part 1 Deadline: April 6, 2020 at noon
Part 2 Deadlines Vary by Student: Consult Your Thesis Reviewer
TEAMS

• Only primary contacts need to submit Part 1 through eCampus.
• All members will submit Part 2 when prompted by your thesis reviewer.
1. Submit your final thesis as a PDF to eCampus (Part 1 begins) by April 6 at noon.

2. Your thesis reviewer will contact you if your final thesis document needs corrections (Part 1 continued) and/or when it is approved.

3. When your final thesis document is approved, your thesis reviewer will upload the document to the STSS for you.

4. Once you are notified of your document's approval, you are responsible for logging into the STSS to verify that the correct document has been uploaded (Part 2 begins).

5. You are also responsible for updating your information in the STSS and individually submitting your STSS profile. This includes updating your thesis title, adding keywords and an abstract, and selecting the appropriate embargo (thesis hold) choice (Part 2 continued). All of the information you enter in the STSS at this point will be available to the public once your document is released to OAKTrust.

6. Upon completing your submission, your faculty advisor will be sent a request to review and approve the document and your overall profile (Part 2 complete).

7. Depending on when your final thesis is graded and when your faculty advisor approves your document and STSS profile, this entire process may take between April 6 and April 29.

8. You will receive an email from LAUNCH: UGR confirming that you have officially completed the URS thesis program.
Part 2: STSS Faculty Instructions

1. Students submit final theses to eCampus (Part 1) by April 6 at noon.

2. Thesis reviewer reviews final thesis submitted to eCampus. Documents may be returned for corrections.

3. When thesis reviewer approves final thesis, they will upload the document to the STSS for the student.

4. Students are responsible for logging into the STSS to verify that the correct document has been uploaded.

5. Students are also responsible for updating their information in the STSS and individually submitting their STSS profile. Upon student submission, faculty advisors will be sent a request to review and approve the document as well as the student's overall STSS profile (including keywords and embargo selection).
Part 2: Important Reminders

• Faculty advisors should review 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.

• Students will submit to BOTH eCampus (Part 1) AND the STSS (Part 2).

• Students should consult faculty advisors on the appropriate keywords to enter and embargo option to select.

• If your faculty advisor has asked you to submit corrections to your 2019-2020 Undergraduate Research Scholars Thesis, please email us at ugr@tamu.edu to reopen your submission.

• **TEAM REQUIREMENTS:** ALL team members must individually complete Part 2 of the Final Thesis Submission. We recommend that team members work on all parts of the submission process.

• Email us at ugr@tamu.edu with any questions along the way or visit http://launch.tamu.edu/UGR/URS/FAQs for answers to common questions.
STSS Homepage

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

Currently accepting submissions for the May 2020 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>

**WARNING:** DO NOT start a new application or delete your existing application. Select the "CONTINUE" button next to your original application.
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

Personal Information

* First Name: Annabelle
* Middle Name: G
* Last Name: Aymond
* TAMU Email: annabelle.aymond@tamu.edu
ORCID ID: 0000-0001-7709-3063

Enter your ORCID author identifier. If you do not have an ORCID ID, get one at orcid.org.
1. Verify Your Information

Affiliation

- College: College of Liberal Arts
- Program Year: 2019-2020
- Degree: B.A.
- Major: Telecommunication Media Studi

Do not change!
If this drop-down does NOT say 2019-2020, 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

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

FINAL THESIS SUBMISSION LICENSE

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 Texas A&M University copyright agreement regarding my Undergraduate Research Scholars Thesis.
2. License Agreement

Save and Continue

By checking this box, you acknowledge that you have read and agree to the above terms.

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.

*Instructions:*
In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.
3. Document Information

- **Official Thesis Title** (Title Case, NOT all caps):

- **Expected Graduation Date**:
  - Degree Months: 
  - Degree Year:

- **Document Type**:

- **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

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
Sarah  M  Misemer

Committee Contact Email

* FACULTY ADVISOR EMAIL ADDRESS:  ugr@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
4. Upload Your Files

REMEMBER:
LAUNCH: UGR already uploaded your e-Campus-approved document for you!
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

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

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 Year: 2019-2020 Undergraduate Research Scholars
College: College of Liberal Arts
Degree: B.A.
Major: Telecommunication Media Studies

[edit your academic affiliation]
5. Confirm & Submit

Document Information

Official Thesis Title (Title Case, NOT all caps): How to Submit a URS Final Thesis

Expected Graduation Date: May 2020

Document Type: Final Thesis

Abstract (text only, no title or names):

Keywords (separated by semicolons): How to; Lorem ipsum; Undergraduate Research

FACULTY ADVISOR INFORMATION: Miser, Sarah

FACULTY ADVISOR EMAIL ADDRESS: ugr@tamu.edu

Embargo Selection: None - The work will be published after approval.
[edit your document information]
5. Confirm & Submit

Verify Matching Document Information: Official Thesis Title and Abstract

**Document Information**

Official Thesis Title: Title Case, NOT all caps.

Expected Graduation Date: May 2020.

Document Type: Final Thesis.

Abstract (if only one title):

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam a arcu sed quam rutrum
pretium at non nibh. Nunc lobortis blandit mollis. Nunc pharetra auct tellus a eget
dignissim. Curabitur odio dui, ornare vitae hendrerit sit amet, molestie vitae justo.
Nulla convallis dignissim dolor, vitae lobortis est gravida ac. Integer tempus porttitor
nibh non vehicula, cursus vel arcu ante. Nunc vitae risus ac, nisl facilisi, odio
vitae justo magna, in tempore nec nunc ut ultrices. Suspenderisse tempus fermentum
nisi. Donec vitae eget tellus sed. Nunc dui eget tellus sed, sodales

Keywords (separated by semicolons):

HOW TO SUBMIT A FINAL URS THESIS

An Undergraduate Research Scholars Thesis

by

ANNARELLE G. AYMOND

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. Sarah M. McManus

May 2020

Major: Telecommunication Media Studies

**ABSTRACT**

How to Submit A URS Final Thesis

Annabelle G. Aymond
Department of Communication
Texas A&M University

Research Advisor: Dr. Sarah M. McManus
Department of Hispanic Studies
Texas A&M University

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ultrices dui


**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 File

Final Thesis (Approved PDFs only):
AYMOND-FINALTHESIS-2020.pdf (85 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
Submittal Complete

Instructions:

Howdy,

This message confirms that you submitted Part 2 of your final Undergraduate Research Scholars thesis.

Your faculty advisor should have received an automated email request to review and approve your final thesis and embargo selection. Faculty advisors are asked to submit a response within 72 business hours (3 business days) of receiving the review request. The LAUNCH: UGR office cannot fully process your final thesis until faculty advisor approval has been submitted.

If your faculty advisor requests REVISIONS to your final thesis, send an email to ugr@tamu.edu immediately so we can reopen your STYXX profile for resubmission.

You will receive a separate notice from LAUNCH: UGR when all approvals have been processed and you have officially completed the program.

Please direct questions to ugr@tamu.edu.

Sincerely,

LAUNCH: UGR Staff

http://launch.tamu.edu
http://ugr.tamu.edu

View submission status
### Submission Status

Currently accepting submissions for the May 2020 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>
REMEmBER:
If your faculty advisor requests changes to your document at this stage, email ugr@tamu.edu.
**View Application**

<table>
<thead>
<tr>
<th>About You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Aymand, Annette</td>
</tr>
<tr>
<td>ORCID ID (optional):</td>
</tr>
<tr>
<td>TAMU Email: <a href="mailto:annette.aymond@tamu.edu">annette.aymond@tamu.edu</a></td>
</tr>
<tr>
<td>Permanent Phone: 979-845-1957</td>
</tr>
<tr>
<td>Permanent Email: <a href="mailto:annette.aymond@gmail.com">annette.aymond@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Affiliation</th>
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<tbody>
<tr>
<td>Program/Year: 2019-2020 Undergraduate Research Scholars</td>
</tr>
<tr>
<td>College: College of Liberal Arts</td>
</tr>
<tr>
<td>Degree: B.A.</td>
</tr>
<tr>
<td>Area: Telecommunication Media Studies</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Document Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Thesis Title (Title Case, NOT all caps):</td>
</tr>
<tr>
<td>Expected Graduation Date: May 2020</td>
</tr>
<tr>
<td>Document Type: Final Thesis</td>
</tr>
<tr>
<td>Keywords: (separated by commas)</td>
</tr>
<tr>
<td>FACULTY ADVISOR</td>
</tr>
<tr>
<td>INFORMATION:</td>
</tr>
<tr>
<td>FACULTY ADVISOR EMAIL: <a href="mailto:sapril@tamu.edu">sapril@tamu.edu</a></td>
</tr>
<tr>
<td>Embargo Selection</td>
</tr>
<tr>
<td>Embargo Selection: None - The work will be published after approval.</td>
</tr>
<tr>
<td>Alternative Options (selected):</td>
</tr>
<tr>
<td>2-year Journal Hold - You request that we withhold your thesis from publication in the Texas A&amp;M Digital Repository for two years to provide you with time to prepare its contents for publication in a scholarly journal.</td>
</tr>
<tr>
<td>3-year Patent Hold - You request that we withhold your thesis from publication in the Texas A&amp;M Digital Repository for two years for proprietary purposes or for securing a patent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uploaded Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Thesis Approved (PDFs only): AXMOND FINAL THESIS 2023.pdf (45 KB)</td>
</tr>
</tbody>
</table>
The Action Log shows a history of your actions in the STSS.
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,

You are receiving this message because you have submitted your FINAL Undergraduate Research Scholars (URS) thesis to the Scholars Thesis Submittal System (STSS). You will be notified by email once your submission has been reviewed.

Your faculty advisor should have received an automated email request to review and approve your thesis submission. If your faculty advisor requests REVISIONS to your final thesis, send an email to urs@tamu.edu immediately so we can reopen your STSS profile for resubmission. You will receive a separate notice from urs@tamu.edu when all approvals have been processed and you have officially completed the program.

You can review your submission and status using the URL below.

STUDENT URL:  http://scholarthesis.tamu.edu/submit

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.

Please direct questions to urs@tamu.edu.

Sincerely,

LAUNCH: UGR Staff
--
LAUNCH: Undergraduate Research
Undergraduate Studies | Texas A&M University
4233 TAMU | College Station, TX 77843-4233
ph: 979.845.1957 | urs@tamu.edu

http://launch.tamu.edu
http://agr.tamu.edu
Faculty Advisors
Email Confirmation

Dear Faculty Advisor:

You are receiving this automated message because Annabelle Aymond has submitted a FINAL Undergraduate Research Scholars thesis and embargo selection (thesis hold) for your review and approval.

Please submit your response within 72 business hours of receiving this request. The LAUNCH: UGR office cannot fully process the submission until your response has been submitted. To request changes to the submission, or to reject the submission, please send an email to upr@tamu.edu.

You can access the submission and submit approval through the Scholars Thesis Submittal System (STSS) at the URL below.

ADVISOR URL:  http://scholarthesis.tamu.edu/advisor/xxxxx/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.

Please direct questions to upr@tamu.edu.

Sincerely,

LAUNCH: UGR Staff
---
LAUNCH: Undergraduate Research
Undergraduate Studies | Texas A&M University
4233 TAMU | College Station, TX 77843-4233
pH: 979.845.1957 | upr@tamu.edu

http://launch.tamu.edu
http://ugr.tamu.edu
Current Submission State: [ ]
Final Thesis Submitted!
This Submission can be reviewed at this time.
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>10/03/2020 01:18:56 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Sarah M. Mitsanar' modified</td>
<td>10/03/2020 01:15:55 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Sarah M. Mitsanar' added</td>
<td>10/03/2020 01:15:55 PM</td>
</tr>
<tr>
<td>Annabelle Aymond</td>
<td>Committee member 'Annabelle G. Aymond' removed</td>
<td>10/03/2020 01:15:55 PM</td>
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</tbody>
</table>
Review Application

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

**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)*

**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: 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”
Review Application

Proposal Approval Cleared

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 2019-2020 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 a request to complete the URS Program Exit Survey.
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:
Program Completion and Recognition

Undergraduate Research Scholars Medallion

***Due to the ongoing COVID-19 pandemic, commencement activities have been postponed until further notice. Updates will be released as they are available.***
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.
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

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Associate Director for Undergraduate Research and Full Professor of Hispanic Studies

Annabelle G. Aymond
Program Coordinator for Undergraduate Research

A. Nicole Guentzel
Program Assistant for Undergraduate Research

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Thesis Assistants for Undergraduate Research

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