Final Thesis Submission Instructions

2023-2024
Undergraduate Research Scholars

LAUNCH
UNDERGRADUATE RESEARCH
# Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now-March 29, 2024</td>
<td>Complete your writing and finalize formatting corrections with thesis reviewers</td>
</tr>
<tr>
<td>March 4-8, 2024</td>
<td>Reserve 1 full week to review and finalize your own thesis. Send your document to your faculty advisor as early as possible.</td>
</tr>
<tr>
<td>March 11-15, 2024</td>
<td>Spring Break (Main Campus)</td>
</tr>
<tr>
<td>March 18-April 1, 2024</td>
<td>Reserve 2 full weeks to review and finalize your thesis content with your faculty advisor.</td>
</tr>
<tr>
<td>March 27-28, 2024</td>
<td>Attend virtual drop-in sessions for thesis formatting help via Zoom.</td>
</tr>
<tr>
<td>April 1, 2024 at noon</td>
<td><strong>Deadline:</strong> Submit Final Thesis Part 1 in Canvas for formatting approval. <strong>Teams:</strong> Only primary contacts submit Part 1.</td>
</tr>
<tr>
<td>April 1-April 26, 2024</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>July 15-August 31, 2024</td>
<td>Projected OAKTrust publication date for non-embargoed theses</td>
</tr>
</tbody>
</table>
To Do Before Noon on April 1, 2024: Regroup with Your Faculty Advisor

Review the entire thesis

- Are you using the most up-to-date template per thesis reviewer feedback??
- Are you citing sources correctly according to your disciplinary style?
- Do you need and have approval from the appropriate Research Compliance Board for your research?
- Are all names and departments spelled correctly?
- Are all contributors acknowledged correctly?

Thesis reviewers are doing a last spot check with the expectation that the theses follow all formatting guidelines and are ready to be published.

April 1 Submissions Should Be **Ready to Publish**

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?

Template Reminders

- Look through the document and remove all help text/comments/track changes/notes.
- Remove Maroon Help text (in the Styles Pane as well as manually if it gives you trouble).
- Remove Table of Contents page numbers in footer.
- Check that the wording of the title matches on title and abstract pages
Submission Process Overview

1. Submit your final thesis as a PDF to Canvas (Part 1 Starts) by April 1 at noon CT.

2. LAUNCH: UGR staff will begin to review submitted theses for formatting only. Your thesis reviewer will contact you if your final thesis document needs corrections (Part 1 Continued) and/or when it is approved.

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

4. When your final thesis document is approved, your thesis reviewer will upload the document to the STSS for you. Further action is required of you, any team members, and your faculty advisor, once you receive the “formatting approved” email.

5. 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).

6. 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.

7. 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).

8. 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 1 and April 26.

9. You will receive an email from LAUNCH: UGR confirming that you have officially completed the URS thesis program.
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.

mailto:ugr@tamu.edu

To: Undergraduate Research
Cc: Undergraduate Research

We removed extra line breaks from this message.

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 Canvas 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 https://scholarsthesis.tamu.edu, update your information, and complete your profile. The information you submit in the STSS is permanent and will be available to the public once your document is published to the OAKtrust 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. Advisors should work to approve your document within 2 business days of your completed Part 2 submission.

Final Thesis Submission Instructions: LINK

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

Best regards,

LAUNCH: UGR Staff

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LAUNCH: Undergraduate Research
Undergraduate Studies | Texas A&M University
4233 TAMU | College Station, TX 77843-4233 ugr@tamu.edu

https://launch.tamu.edu
https://ugr.tamu.edu
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. **DO NOT REMOVE OR REPLACE THE PDF UPLOADED 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 a look at a previous student’s profile as an example and keep the page in mind while completing Part 2 in the STSS:
     https://oaktrust.library.tamu.edu/handle/1969.1/164494
Part 2: Important Reminders

• Faculty advisors should review theses outside of both Canvas and the STSS, as their approval is expected within 48 hours (2 business days) of a student's completion of Part 2.

• Students will submit to Canvas first (Part 1) AND the STSS (Part 2) only when prompted by their thesis reviewer.

• 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 2023-2024 Undergraduate Research Scholars Thesis after the completion of Part 2, 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 https://launch.tamu.edu/UGR/URS/FAQs for answers to common questions.
Resources

- All URS Resources: [https://launch.tamu.edu/undergraduate-research/urs/resources](https://launch.tamu.edu/undergraduate-research/urs/resources)
- URS Program Calendar: [https://launch.tamu.edu/Undergraduate-Research/URS/Schedule](https://launch.tamu.edu/Undergraduate-Research/URS/Schedule)
  - March 27 Drop-in Session via Zoom
  - March 28 Drop-in Session via Zoom
- University Writing Center: [https://writingcenter.tamu.edu/](https://writingcenter.tamu.edu/)
- POWER Writing Support Services: [https://power.tamu.edu/](https://power.tamu.edu/)
- URS Collection in OAKTrust: [https://oaktrust.library.tamu.edu/handle/1969.1/3367](https://oaktrust.library.tamu.edu/handle/1969.1/3367)
Final Thesis Submission Process
Part 1: Canvas Community Submission

Deadline: April 1, 2024 at noon CT
TEAMS

• Only primary contacts need to submit Part 1 through Canvas.
• All members will submit Part 2 when prompted by your thesis reviewer.
April Assignments Module:
Final Thesis Submission (Part 1)

Final Thesis Submission Part 1 (Required for all Students)
March/April Assignments Module  |  Due Apr 1, 2024 at 11:59am  |  1 pts
Assignment Instructions:
Start Assignment

Final Thesis Submission Part 1 (Required for all Students)

Due  Apr 1, 2024 by 11:59am  Points 1  Submitting a file upload  File Types pdf  Available after Oct 1 at 8am

You should work on the same document file throughout the entire program to retain approved revisions. Work off your Approved Spring Installment 2 Submission.

The Final Thesis Submission is a 2-Part Process. Students will complete Part 1 in Canvas and will be notified by their Thesis Reviewer when they can move on to Part 2 in the STSS.

BEFORE submitting reference the Final Thesis Submission Instructions.
File Upload Section

Upload a file, or choose a file you've already uploaded.

Choose File: No file chosen

Add Another File

Click here to find a file you've already uploaded

Comments...

Cancel  Submit Assignment
Name and Browse for PDF File

Name your PDF: YOURLASTNAME-FINALTHESIS-2024
Submit Part 1
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 Canvas
Final Thesis Submission Process
Part 2: Scholars Thesis Submittal System (STSS)

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

https://scholarstthesis.tamu.edu

Scholars Thesis Submittal System (STSS)

2023-2024 Undergraduate Research Scholars (URS)
Final Thesis Submission - Part 2

Part 1 Deadline: April 1, 2024 at noon
Part 2 Deadlines Vary by Student: Consult Your Thesis Reviewer

Student Instructions

1. Submit your final thesis as a PDF to Canvax (Part 1 begins) by April 1, 2024 at 11:59 AM CT.

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.
• Only primary contacts need to submit Part 1 through Canvas.
• All members will submit Part 2 when prompted by your thesis reviewer.
STSS Homepage (bottom)

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

Currently accepting submissions for the May 2024 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>My Amazing Final Thesis Title</td>
<td>OBRIEN-FINALTHESIS-2024.pdf [view]</td>
<td>Final Thesis in Progress</td>
<td>n/a</td>
<td>Unassigned</td>
<td>Continue&gt;Delete</td>
</tr>
</tbody>
</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 Canvas-approved document for you!
1. Verify Your Information

Personal Information

- **First Name:** Sydney
- **Middle Name:** T
- **Last Name:** O'Brien
- **TANU Email:** sobrien2@tamu.edu

**ORCID ID (optional):**

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

Affiliation

- College/School: College of Arts and Sciences
- Program Year: 2023-2024 Undergraduate
- Department: Anthropology
- Degree: B.S.
- Major: Anthropology, Archaeology Track

Do not change the Program Year field!
If this drop-down does NOT say 2023-2024, your STSS profile will be lost!
1. Verify Your Information

Phone & Address

* Permanent Phone: 979-123-1234

* Permanent Email: personal-email@gmail.com

Must be non-TAMU email address
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 and Formatting Guide 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

**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.

**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

What you submit to the STSS now gets uploaded to OAKTrust.

**Document Information**

- **Official Thesis Title** (Format in Title Case - NOT all caps, NO ending punctuation):
- **Expected Graduation Date**:
  - Degree Month: [choose]
  - Degree Year: [choose]
- **Document Type**: [choose]
- **Abstract** (paragraph text only, no title or names):
- **Keywords** (separated by semicolons):

**Self-Views and Behaviors**

Body-Focused Repetitive Behaviors (BFRBs) are significantly underrepresented in psychology research, and title is known on their characteristics and relationship to self-esteem, despite the serious impairs they cause many individuals. Two hundred and ninety-five undergraduate students (Mage=18.61 years, SD=5.78) completed an online survey composed of measures related to BFRB presence and severity, personality, perfectionism, emotion regulation, emotional reactivity, narcissism, and global and contingent self-esteem. There were no consistent patterns of association between BFRB severity and contingencies of self-esteem. However, BFRBs disorder severity were associated consistently with measures of global self-esteem, vulnerable narcissism, emotion regulation, emotional reactivity, and body dysmoria. These findings suggest that attention to adaptive and maladaptive contingencies of self-esteem for treating BFRBs might be questionable. Instead, attention to maladaptive global self-views and other constructs might be more useful. Moreover, an individual approach must be taken in clinical practice when considering the effects of contingencies on a person's disorder severity.

**Metadata**

- **Title**: [Title]
- **Author(s)**: [Author(s)]
- **Subject**: [Keywords]

**View/Open**

- [COULD-DOCUMENT-2017.pdf](#)
  - (144K)

**URL**

- [http://hdl.handle.net/1009.1/54454](http://hdl.handle.net/1009.1/54454)
3. Document Information – Thesis Title

Completed Example

Official Thesis Title
❑ In Title Case
❑ No ending punctuation (excluding question marks)
❑ Matches Title and Abstract Pages

Example
✓ My Amazing Final Thesis Title
✓ My amazing final thesis title
✓ My Amazing Final Thesis Title
× My amazing final thesis
3. Document Information – Abstract

Completed Example

Thesis Abstract

- Uses Paragraph Form
- Ranges 100-500 words
- Matches Abstract Pages
  ✓ Do copy only the abstract paragraph text
  ✗ Do not copy the entire Abstract Page
3. Document Information – Keywords

**Completed Example**

**Keywords**

- Keywords help search engines index your thesis for readers to find
- Find librarian-recommended keywords by entering terms into [https://fast.oclc.org/searchfast/](https://fast.oclc.org/searchfast/).
- Search library databases for similar projects to see what keywords other authors in your field use.

If you are in a LAUNCH partner program, make sure you enter the following keywords for your program in addition to your project-specific keywords:

**Aggie Creative Collective:**
Aggie Creative Collective; ACC; Creative Writing

**Glasscock Summer Scholars:**
Glasscock Summer Scholars; UGSS; GCHR; Humanities
3. Document Information

Completed Example

Checklist:

• Official Thesis Title
  • Matches thesis document
  • In Title Case format
  • Is not in ALL CAPS
  • Does not use ending punctuation (excluding question marks)

• Abstract
  • Matches thesis document
  • Includes paragraph text only
  • Does not include thesis title or names

• Keywords
  • 4-10 keywords that help search engines categorize your project
  • Librarian-recommended keywords: https://fast.oclc.org/searchfast/
3. Document Information

Faculty Advisor Information

Enter your primary Texas A&M FACULTY ADVISOR’s first and last name in the first slot. You may enter up to three of your Texas A&M FACULTY advisors. Inputted names should exactly match the faculty research advisor names listed in your thesis.

First Name | MI | Last Name
---|---|---
Annabelle | G. | Aymond
Matthew | J. | Blizzell

Committee Contact Email

* PRIMARY Faculty Advisor Email Address: ugr@lamu.edu

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 eligible advisors listed on the title and abstract pages of your thesis. However, you must enter only the primary faculty advisor's email address for approval.

If your secondary and/or tertiary advisors want to approve your document before you complete the program, you will need to facilitate that process with them outside of the URS program.
3. Document Information

Completed Example

Ask your faculty advisor(s) how they wish for their names to be displayed. Be sure to enter faculty advisor names exactly as they appear in the thesis document.
3. Document Information

Embargo Options – Faculty Advisors Must Approve

You may choose to 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

Save and Continue
4. Upload Your Files

REMEMBER:
LAUNCH: UGR already uploaded your Canvas-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

Upload Primary Document

See the instructions above.

* Final Thesis (Approved PDFs only):

Choose File

No file chosen

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 – Creative Works

• If you have a non-textual Creative Artifact to submit with your final thesis, such as video, audio, or other multimedia, you must complete an additional submission and license agreement form before your work can be published to the OAKTrust Repository.

• Contact ugr@tamu.edu if you did not receive instructions directly to your TAMU email address.
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: O'Brien, Sydney T
ORCID ID (optional):
TAMU Email: sobrien2@tamu.edu
Permanent Phone: 979-845-1957
Permanent Email: personal-email@gmail.com
[edit your personal information]
5. Confirm & Submit

Academic Affiliation

Program Year: 2023-2024 Undergraduate Research Scholars
College/School: College of Arts and Sciences
Department: Anthropology
Degree: B.S.
Major: Anthropology, Archaeology Track

[edit your academic affiliation]
5. Confirm & Submit

Document Information

Official Thesis Title (Title Case, NOT all caps): My Amazing Final Thesis Title
Expected Graduation Date: May 2024
Document Type: Final Thesis
Abstract (paragraph text only, no title or names):
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitationem ullam corporis suscipit laboriosam, nisl ut aliquip ex ea commodo consequat. Quis aute irure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Keywords (separated by semicolons): undergraduate research; document formatting; anthropology; archaeology
FACULTY ADVISOR INFORMATION:
Aymond, Annabelle
FACULTY ADVISOR INFORMATION:
Blizzell, Matthew
PRIMARY Faculty Advisor Email Address:
ugr@tamu.edu
Embargo Selection: None - After approval, the work will be published to the Texas A&M OAKTrust Repository by the end of August.
[edit your document information]
5. Confirm & Submit

Verify Matching Document Information: Official Thesis Title and Abstract

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):

OBRIEN-FINALTHESIS-2024.pdf (237 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 48 business hours (2 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 STSS 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

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

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

View submission status
View Submission Status

Currently accepting submissions for the May 2024 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>My Amazing Final Thesis Title</td>
<td>OBRIEN-FINALTHESIS-2024.pdf [view]</td>
<td>Final Thesis Submitted</td>
<td>n/a</td>
<td>Unassigned</td>
<td>View</td>
</tr>
</tbody>
</table>

Start a new submission
REMEMBER: If your faculty advisor requests changes to your document at this stage, email ugr@tamu.edu.
Example of a completed submission to the STSS.
The Action Log shows a history of your actions in the STSS.

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney O'Brien</td>
<td>Submission status changed to 'Final Thesis Submitted'</td>
<td>21/12/2023 02:24:41 PM</td>
</tr>
<tr>
<td>Sydney O'Brien</td>
<td>Committee member 'Matthew J. Bizzell' modified</td>
<td>21/12/2023 02:24:20 PM</td>
</tr>
<tr>
<td>Sydney O'Brien</td>
<td>Committee member 'Annabelle G. Aymond' modified</td>
<td>21/12/2023 02:24:15 PM</td>
</tr>
<tr>
<td>Sydney O'Brien</td>
<td>Committee member 'Matthew Bizzell' modified</td>
<td>21/12/2023 02:23:59 PM</td>
</tr>
<tr>
<td>Sydney O'Brien</td>
<td>Committee member 'Annabelle Aymond' modified</td>
<td>21/12/2023 02:23:51 PM</td>
</tr>
<tr>
<td>Sydney O'Brien</td>
<td>Student middle name changed to 'T'</td>
<td>21/12/2023 02:23:05 PM</td>
</tr>
</tbody>
</table>
Please do not use the message box. We do not get notifications when messages are submitted. Instead, send an email to ugr@tamu.edu.
Email Confirmation

Students will receive a confirmation email when Part 2 has been submitted to the STSS. If you do not receive a confirmation email, contact ugr@tamu.edu to confirm that your submission was received.
Program Completion and Recognition
How do I know I have completed the program?

Once you have officially completed the 2023-2024 Undergraduate Research Scholars thesis program, you will receive an email with the following subject line:

[Completion Confirmation] 2023-2024 Undergraduate Research Scholars Program

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 no later than August 30, 2024.

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

Please direct all questions about graduation and distribution of graduation regalia to the Office of the Registrar. Updates will be released to https://graduation.tamu.edu as they are available.

LAUNCH Recognition Ceremony

LAUNCH typically hosts a Recognition Ceremony for graduating seniors. 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.
Faculty Advisors
Part 2: STSS Faculty Instructions

1. Students submit final theses to Canvas (Part 1) by April 1 at noon.
2. Thesis reviewers review final theses submitted to Canvas. 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).
From: ugr@tamu.edu

Subject: Request to Review {STUDENT NAME}'s FINAL URS Thesis

To: The Primary Faculty Advisor

Email Address entered into the STSS by the student

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 2 business days 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 ugr@tamu.edu.

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

ADVISOR URL: http://scholarsthesist.tamu.edu/advisor/xooxoo/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 ugr@tamu.edu.

Sincerely,

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

https://launch.tamu.edu
https://ugr.tamu.edu
Review Application

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

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 is 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
Contact Us

Dr. Sumana Datta
Executive Director for LAUNCH

Annabelle G. Aymond
Interim Associate Director for Undergraduate Research

Dr. Matthew Bizzell
Program Coordinator II for Undergraduate Research

Sydney T. O’Brien
Program Assistant for Undergraduate Research

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UNDERGRADUATE RESEARCH

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@TAMU_UGR