

# Final Thesis Submission Instructions

2024-2025

Undergraduate Research Scholars



Undergraduate  
Research Scholars

OFFICE OF UNDERGRADUATE RESEARCH

# Timeline

Date	Description
March 10-14, 2025	Spring Break (Main Campus)
March 20-April 3, 2025	Reserve 2 full weeks to review and finalize your thesis content with your faculty advisor.
April 1-2, 2025	Attend virtual drop-in sessions for thesis formatting help via Zoom.
April 3, 2025 at 9:00 AM	<b>Deadline:</b> Submit Final Thesis Part 1 in Canvas for formatting approval. <b>Teams:</b> Only primary contacts submit Part 1.
April 3-April 28, 2025	Final thesis review and approval by UGR staff and primary faculty advisor. <b>Teams:</b> Everyone submits Part 2. Everyone must receive individual approval from primary faculty advisor through the STSS.
July 15-August 31, 2025	Projected OAKTrust publication date for non-embargoed theses

# To Do Before 9:00 AM CT on April 3, 2025: 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?
- Is your thesis formatted correctly? Check your thesis against the Thesis Formatting Guide and blank thesis templates. Formatting should be perfect.
- 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 3 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

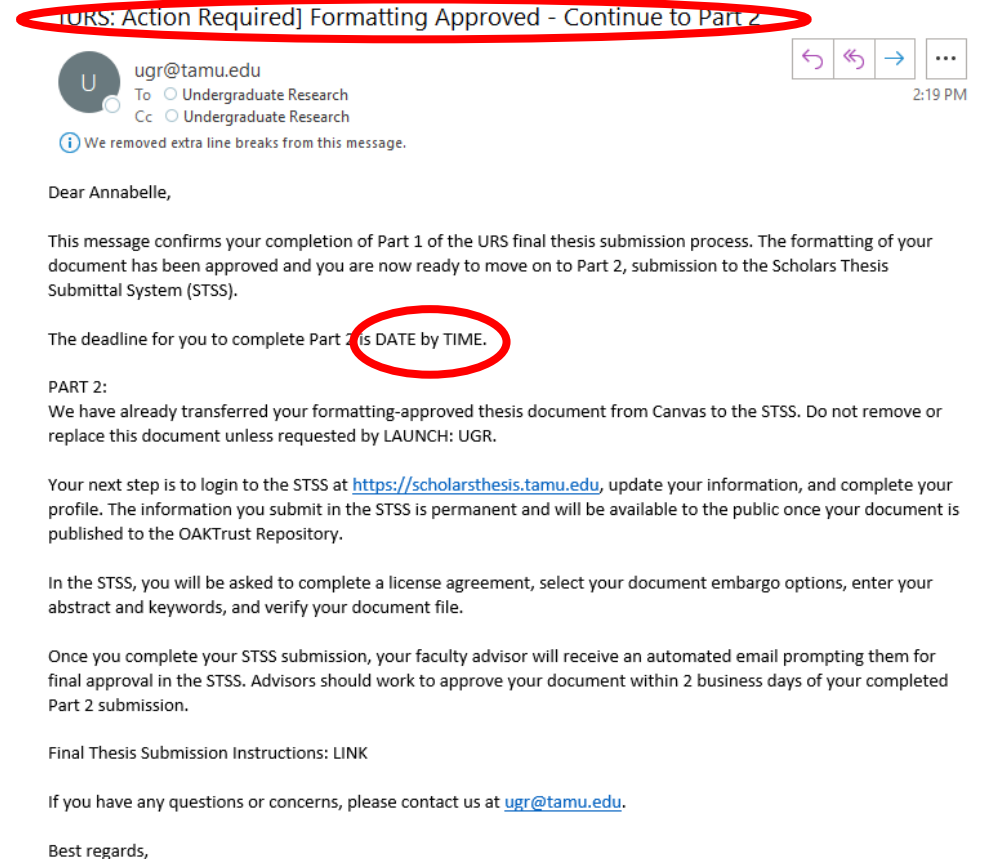
# Submission Process Overview

1. Submit your final thesis as a PDF to Canvas (Part 1 Starts) by April 3 at 9:00 AM CT.
2. 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 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 3 and April 28.
9. You will receive an email from 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.



# 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, 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 2024-2025 Undergraduate Research Scholars Thesis after the completion of Part 2, please email us at [ugr@tamu.edu](mailto: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](mailto:ugr@tamu.edu) with any questions along the way.



# Resources

- All URS Resources: <https://launch.tamu.edu/undergraduate-research/urs/resources>
- URS Canvas Community Modules: <https://canvas.tamu.edu>
- URS Program Calendar: <https://launch.tamu.edu/Undergraduate-Research/URS/Schedule>
  - April 1 Drop-in Session via Zoom
  - April 2 Drop-in Session via Zoom
- University Writing Center: <https://writingcenter.tamu.edu/>
- POWER Writing Support Services: <https://power.tamu.edu/>
- URS Collection in OAKTrust: <https://oaktrust.library.tamu.edu/handle/1969.1/3367>

# **Final Thesis Submission Process**

## **Part 1: Canvas Community Submission**

**Deadline:** April 3, 2025 at 9:00 AM 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 – Part 1 (Due: April 3 at 9:00 AM)**

Due Apr 3 at 9am | -/1 pts

# Assignment Instructions: Start Assignment

Final Thesis – Part 1 (Due: April 3 at 9:00 AM)



[Start Assignment](#)

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**Due** Apr 3 by 9am    **Points** 1    **Submitting** a file upload    **File Types** pdf  
**Available** after Mar 1 at 12am

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The Final Thesis Submission is a 2-Part Process. The submission in Canvas is Part 1.

You will be notified by your Thesis Reviewer when you can move on to Part 2 in the STSS. Only Part 1 must be submitted by 9:00 AM CT on April 3, 2025.

# File Upload Section

File Upload ~~Google Drive~~ ~~Google Drive (LTI 1.3)~~ ~~Mediasite Video Submission~~ ~~Office 365~~

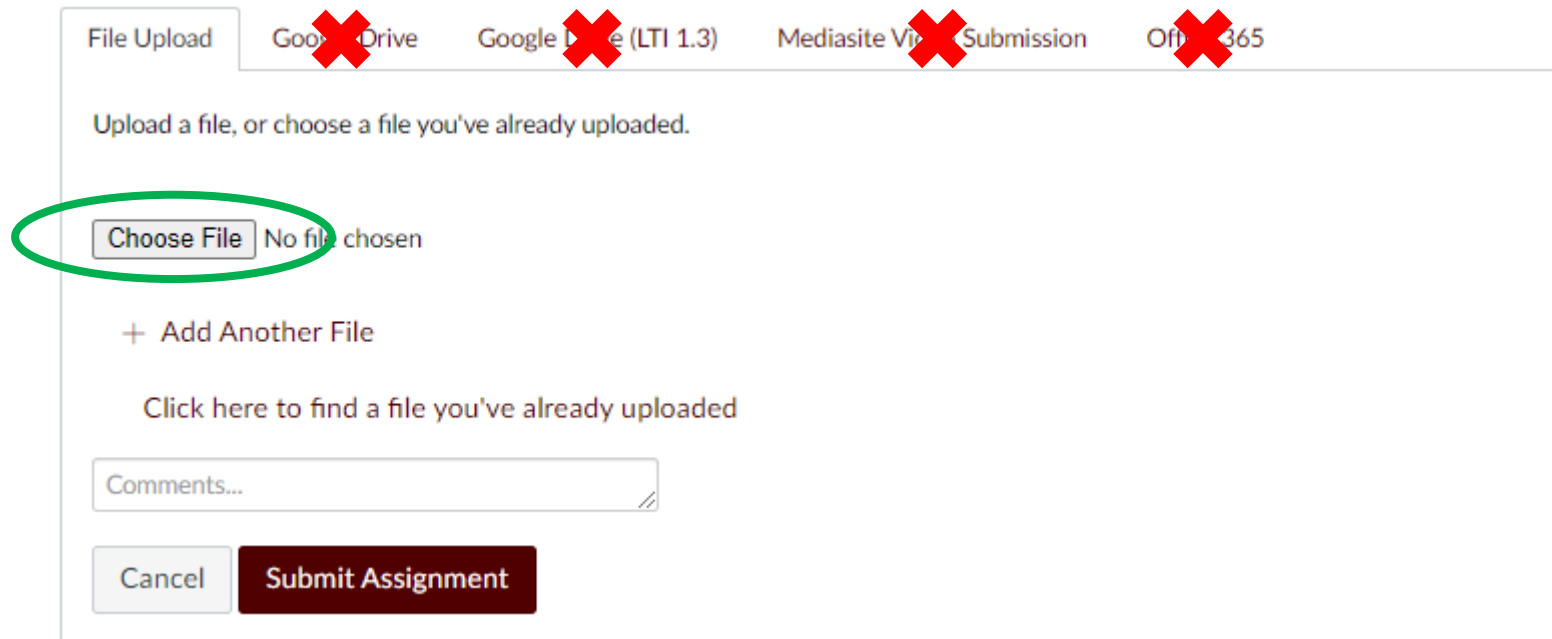
Upload a file, or choose a file you've already uploaded.

No file chosen

+ Add Another File

[Click here to find a file you've already uploaded](#)

# Name and Browse for PDF File



The image shows a file upload interface. At the top, there are several tabs: 'File Upload', 'Google Drive', 'Google Drive (LTI 1.3)', 'Mediasite Video Submission', and 'Office 365'. Each of the four tabs on the right has a red 'X' over it. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' A button labeled 'Choose File' is circled in green, followed by the text 'No file chosen'. Below this, there is a '+ Add Another File' link and a link that says 'Click here to find a file you've already uploaded'. At the bottom, there is a text input field labeled 'Comments...' and two buttons: 'Cancel' and 'Submit Assignment'.

**Name your PDF: YOURLASTNAME-FINALTHESIS-2025**

# Submit Part 1

File Upload ~~Google Drive~~ ~~Google Drive (LTI 1.3)~~ ~~Mediasite Video Submission~~ ~~Office 365~~

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

No file chosen

+ Add Another File

[Click here to find a file you've already uploaded](#)



# **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://scholarsthesis.tamu.edu>



*SCHOLARS THESIS  
SUBMITTAL SYSTEM  
(STSS)*

## Scholars Thesis Submittal System (STSS)

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### 2024-2025 Undergraduate Research Scholars (URS) Final Thesis Submission - Part 2

**Part 1 Deadline: April 3, 2025 at 9:00 AM CT**

**Part 2 Deadlines Vary by Student: Consult Your Thesis Reviewer**

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#### Student Instructions

1. Submit your final thesis as a PDF to Canvas (Part 1 begins) by April 3, 2025 at 9:00 AM CT.

# REMINDER: TEAMS

- 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)**

Manage/View your submission(s)

# WARNING: Final Thesis in Progress

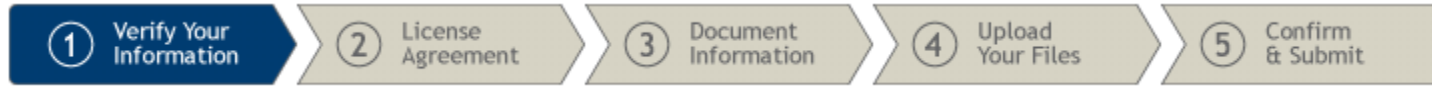
Currently accepting submissions for the May 2024 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
My Amazing Final Thesis Title	OBRIEN-FINALTHESIS-2024.pdf [view]	Final Thesis in Progress	n/a	Unassigned	<a href="#">Continue</a> <a href="#">Delete</a>

Start a new submission

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

# Five Sections

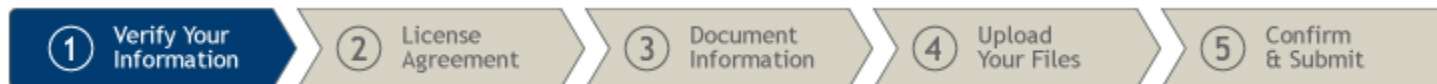


1. Verify Your Information
2. License Agreement
3. Document Information
4. Upload Your Files\*
5. Confirm & Submit

## **\*REMEMBER:**

UGR will upload your Canvas-approved document for you!

# 1. Verify Your Information



## Personal Information

### Personal Information

\* First Name: Annabelle

Middle Name:  ⓘ

\* Last Name: Aymond

\* TAMU Email: annabelle.aymond@tamu.edu

ORCID id (optional):

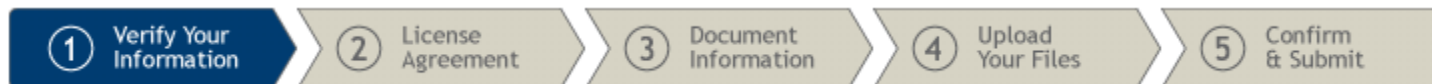
Enter your ORCID author identifier. If you do not have an ORCID id, get one at [orcid.org](http://orcid.org).



**Optional**



# 1. Verify Your Information



## Affiliation

### Affiliation

\* College/School: College of Arts and Sciences

\* Program Year: 2024-2025 Undergraduate Research

\* Department: Communication and Journalism

\* Degree: B.A.

\* Major: Telecommunication Media Studies



**Do not change the Program Year field!**  
**If this drop-down does NOT say 2024-2025, your STSS profile will be lost!**

# 1. Verify Your Information



## Phone & Address

Phone & Address

\* Permanent Phone:  ⓘ

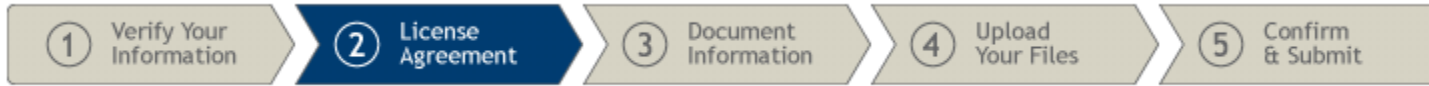
\* Permanent Email:  ⓘ

 **Must be non-TAMU email address**

Save and Continue

Cancel

# 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 the Office of 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 by the Office of Undergraduate Research.

I have read and fully agree to the Texas A&M University copyright agreement regarding my Undergraduate Research Scholars Thesis.

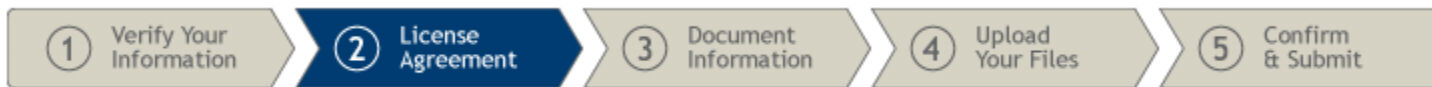
By checking this box, you acknowledge that you have read and agree to the License Agreement terms.

Save and Continue



**Box must be checked!**

# 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

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# 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.

**IMPORTANT FOR TEAMS** 

## **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.

Hover over the (i) bubble next to each question for additional instructions.

**TEAMS:** All members must submit the **EXACT** same document information.

Final Thesis Titles should be entered in Title Case.  
Do not use all caps.  
Do not include a period at the end.

Committee Contact = Faculty Advisor

# 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:  Degree Year:

\* Document Type:

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

\* Keywords (separated by semicolons):



### Self-Views and Behaviors



View/Open  
GOULD-DOCUMENT-2017.pdf  
(414.1Kb)

Author  
Gould, Anna Beatrix

Metadata  
Show full item record

Body-Focused Repetitive Behaviors (BFRB) are significantly underrepresented in psychology research, and little is known on their characteristics and relationship to self-esteem, despite the serious impairments they cause many individuals. Two hundred and ninety-five undergraduate students (M=18.61 years, SD=0.78) 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 severities were associated consistently with measures of global self-esteem, vulnerable narcissism, emotion regulation, emotional reactivity, and body dysmorphia. 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.

URI  
<http://hdl.handle.net/1969.1/164494>

Subject  
self-esteem  
body focused repetitive behaviors  
BFRBs  
clinical psychology  
body dysmorphia  
narcissism  
vulnerable narcissism  
grandiose narcissism  
emotion regulation  
emotional reactivity  
perfectionism  
hair pulling

# 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 A amazing Final Thesis Title
- ✗ My amazing final thesis title
- ✗ My A amazing Final Thesis Title.
- ✗ My amazing final thesis

\* Official Thesis Title  
(Format in Title Case -  
NOT all caps, NO ending  
punctuation):

My Amazing Final Thesis Title

ABSTRACT

MY AMAZING FINAL THESIS TITLE

My Amazing Final Thesis Title

An Undergraduate Research Scholars Thesis

by  
SYDNEY T. O'BRIEN

Sydney T. O'Brien  
Department of Anthropology  
Texas A&M University



# 3. Document Information – Abstract



## Completed Example

### Thesis Abstract

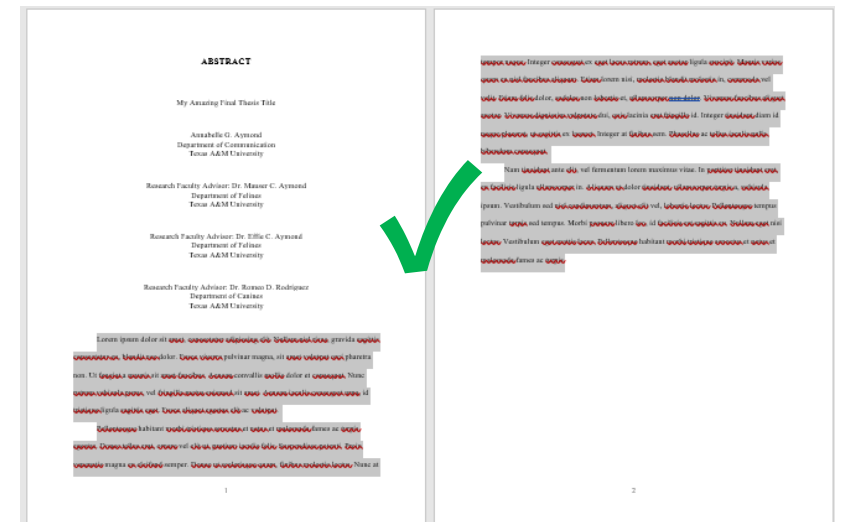
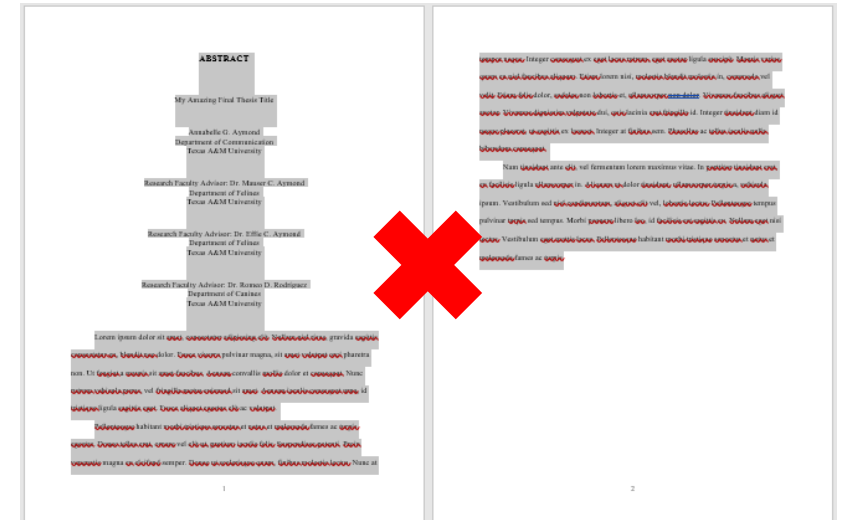
- Uses Paragraph Form
- Ranges 100-500 words
- Matches Abstract Pages

✓ Do copy only the abstract paragraph text

✗ Do not copy the entire Abstract Page

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam nisi quis, gravida sagittis consectetur eu, blandit nec dolor. Fusce viverra pulvinar magna, sit amet volutpat orci pharetra non. Ut feugiat a mauris sit amet faucibus. Aenean convallis mollis dolor et consequat. Nunc rutrum vehicula purus, vel fringilla metus euismod sit amet. Aenean iaculis consequat urna, id tristique ligula sagittis eget. Fusce aliquet egestas elit ac volutpat. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec tellus erat, ornare vel elit ut, pretium iaculis felis. Suspendisse potenti. Prae



# 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/>.
- Search library databases for similar projects to see what keywords other authors in your field use.

\* Keywords (separated by semicolons):

undergraduate research; document formatting; anthropology; archaeology

**If you are in a 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/>

### Document Information

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

\* Expected Graduation Date: Degree Month:  Degree Year:  ⓘ

\* Document Type:  ⓘ

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ut vestibulum magna. Donec auctor sit amet tortor vitae faucibus. Nam in porttitor dui, nec efficitur nisl. Aliquam purus risus, egestas non pulvinar id, posuere sit amet nunc. Fusce consectetur, mauris sed sollicitudin fringilla, diam metus blandit nisl, nec suscipit auctor risus non massa. Maecenas et ultrices leo, ut congue elit. Nunc posuere, justo ac ultrices ornare, nibh sem viverra diam, nec blandit lectus mi rutrum enim. Sed laoreet turpis ligula, sit amet tincidunt enim pharetra ac. Nam sollicitudin commodo tempus. Suspendisse auctor nisl id justo interdum, eu consectetur est molestie. Nunc felis odio, aliquam sit amet cursus vitae, vestibulum ut ex. Sed dolor nisi, eleifend eget ex id, eleifend porttitor auctor. Morbi fermentum auctor eget justo vehicula placerat. Etiam vitae tristique quam. ⓘ

\* Keywords (separated by semicolons):  ⓘ

# 3. Document Information



## Faculty Advisor 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
<input type="text" value="Sydney"/>	<input type="text"/>	<input type="text" value="O'Brien"/>

First Name	MI	Last Name
<input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Johnson"/>

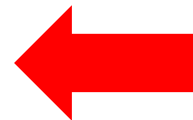
First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Committee Contact Email

\* PRIMARY 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

### 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
<input type="text" value="Sydney"/>	<input type="text"/>	<input type="text" value="O'Brien"/>

First Name	MI	Last Name
<input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Johnson"/>

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Committee Contact Email

\* PRIMARY Faculty Advisor Email Address:  ⓘ

## **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

### 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
<input type="text" value="Sydney"/>	<input type="text"/>	<input type="text" value="O'Brien"/>
First Name	MI	Last Name
<input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Johnson"/>
First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Committee Contact Email

\* PRIMARY Faculty Advisor Email Address:  ⓘ

**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



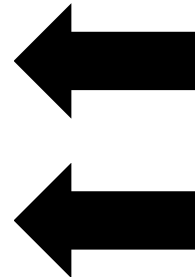
## Embargo Options – Faculty Advisors Must Approve

### Embargo Options

#### \* Embargo Selection

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:  After approval, the work will be published to the Texas A&M OAKTrust Repository by the end of August.
- 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.



**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

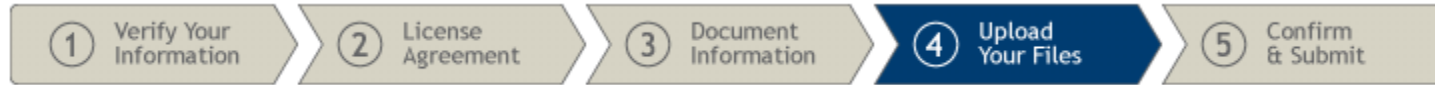


## Save and Continue

Save and Continue >>



# 4. Upload Your Files



By this time, you should have completed Part 1 of the Final Thesis Submission Process in the 2024-2025 URS Canvas Community. If you have not completed Part 1, please navigate to Canvas and do so immediately.

1. Make sure you have completed Part 1 of the Final Thesis Submission Process in the URS Canvas Community.
2. Download the PDF in the UPLOAD section below to verify that the document you find there is the same PDF approved by the Office of Undergraduate Research staff in Canvas.
3. DO NOT click Replace Manuscript unless instructed by the Office of Undergraduate Research staff.
4. If your faculty advisor requests changes to your document, contact the Office of Undergraduate Research staff at [ugr@tamu.edu](mailto:ugr@tamu.edu) immediately so we can reopen your profile.
5. Creative Work Students Only: Email your creative artifact to [ugr@tamu.edu](mailto:ugr@tamu.edu). We will add it to your STSS profile for you.

## Upload Primary Document

See the instructions.

\* Final Thesis (Approved PDFs only): [AYMOND-FINALTHESIS-2025.pdf](#) (963 KB)

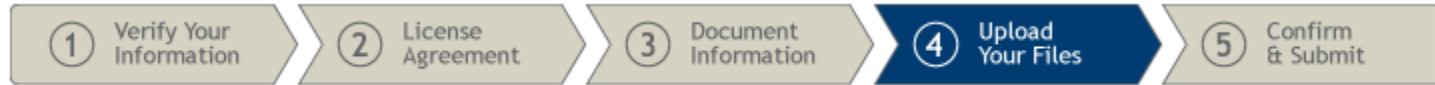
Creative Works: Creative artifacts that are non-textual in nature (video, audio, or other multimedia) are submitted in a separate form. Contact [ugr@tamu.edu](mailto:ugr@tamu.edu) with questions.

Do not replace your manuscript unless instructed by the Office of Undergraduate Research Staff.

**REMEMBER:**

UGR already uploaded your Canvas-approved document for you!

# 4. Upload Your Files



## Correct Example – Uploaded Document

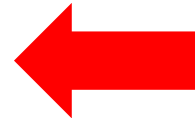
Upload Primary Document

See the instructions.

\* Final Thesis (Approved PDFs only):

AYMOND-FINALTHESIS-2025.pdf (963 KB)

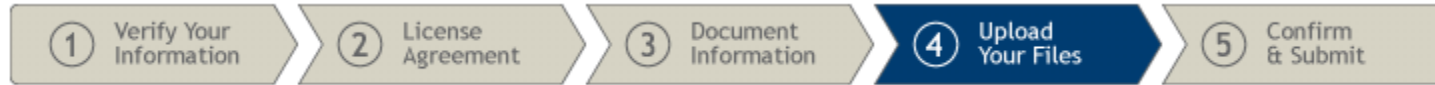
Replace Manuscript



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

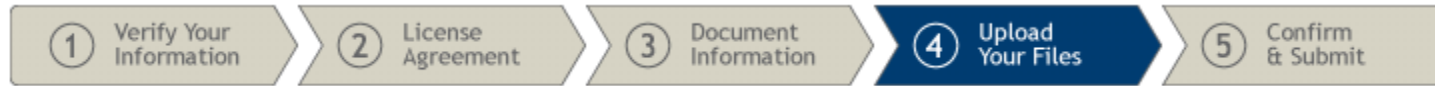
Upload



### No document?

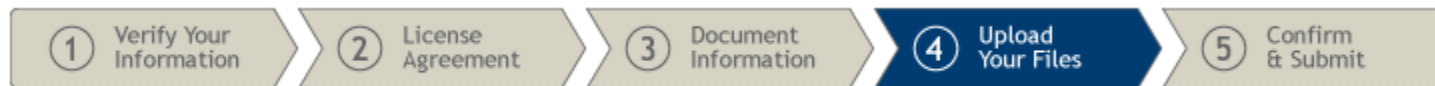
- Has UGR approved and uploaded your Part 1 submission?
- Did you accidentally delete or replace the file?
- Contact [ugr@tamu.edu](mailto:ugr@tamu.edu).

# 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](mailto:ugr@tamu.edu) if you did not receive instructions directly to your TAMU email address.

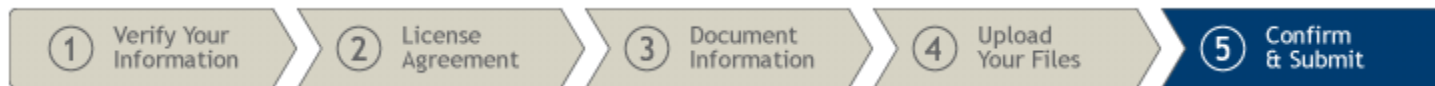
# 4. Upload Your Files



## Save and Continue

Save and Continue >>

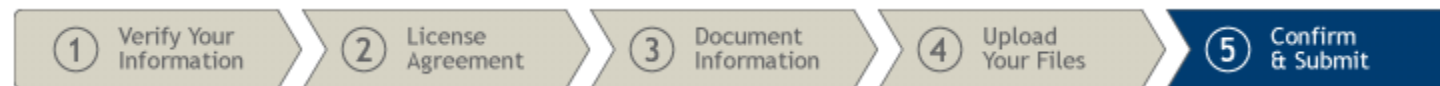
# 5. Confirm & Submit



## 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

### About You

Name: Aymond, Annabelle G

ORCID iD (optional):

TAMU Email: annabelle.aymond@tamu.edu

Permanent Phone: 979-123-1234

Permanent Email: personal-email@gmail.com

[edit your personal information]

# 5. Confirm & Submit



## Academic Affiliation

### Academic Affiliation

Program Year: 2024-2025 Undergraduate Research Scholars

College/School: College of Arts and Sciences

Department: Communication and Journalism

Degree: B.A.

Major: Telecommunication Media Studies

[edit your academic affiliation]



# 5. Confirm & Submit



## Document Information

Official Thesis Title (Title Case, NOT all caps): My Amazing Final Thesis Title in Title Case

Expected Graduation Date: May 2025

Document Type: Final Thesis

Abstract (paragraph text only, no title or names): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ut vestibulum magna. Donec auctor sit amet tortor vitae faucibus. Nam in porttitor dui, nec efficitur nisl. Aliquam purus risus, egestas non pulvinar id, posuere sit amet nunc. Fusce consectetur, mauris sed sollicitudin fringilla, diam metus blandit nisl, nec suscipit augue risus non massa. Maecenas et ultrices leo, ut congue elit. Nunc posuere, justo ac ultrices ornare, nibh sem viverra diam, nec blandit lectus mi rutrum enim. Sed laoreet turpis ligula, sit amet tincidunt enim pharetra ac. Nam sollicitudin commodo tempus. Suspendisse auctor nisl id justo interdum, eu consectetur est molestie. Nunc felis odio, aliquam sit amet cursus vitae, vestibulum ut ex. Sed dolor nisi, eleifend eget ex id, eleifend porttitor augue. Morbi fermentum augue eget justo vehicula placerat. Etiam vitae tristique quam, pellentesque rhoncus metus.

Keywords (separated by semicolons): undergraduate research; document formatting; thesis; research; texas A&M; communication

FACULTY ADVISOR INFORMATION: O'Brien, Sydney

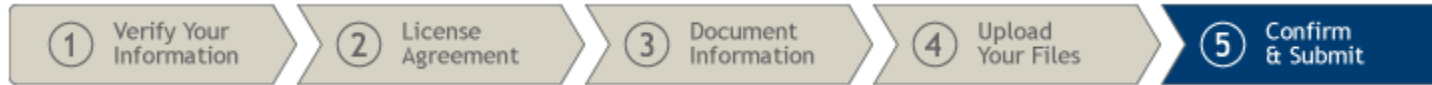
FACULTY ADVISOR INFORMATION: Johnson, Michael

PRIMARY Faculty Advisor Email Address: sobrien2@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



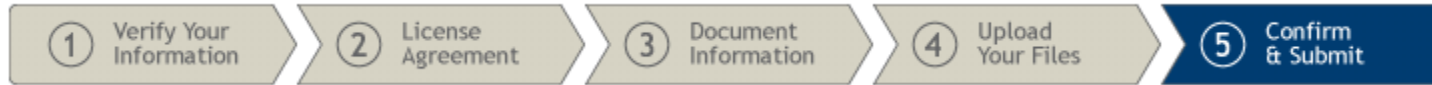
## Uploaded File

### Uploaded File

Final Thesis (Approved PDFs only): AYMOND-FINALTHESIS-2025.pdf (963 KB)

[edit your uploaded files]

# 5. Confirm & Submit



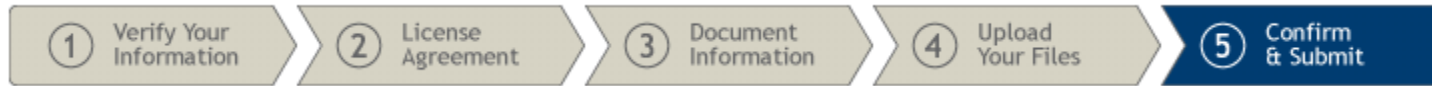
## Final Submission

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



Confirm and 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 Office of Undergraduate Research 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](mailto:ugr@tamu.edu) immediately so we can reopen your STSS profile for resubmission.

You will receive a separate notice from the Office of Undergraduate Research when all approvals have been processed and you have officially completed the program.

Please direct questions to [ugr@tamu.edu](mailto:ugr@tamu.edu).

Sincerely,

UGR Staff

--

Office of Undergraduate Research  
Texas A&M University  
[ugr@tamu.edu](mailto:ugr@tamu.edu)

-----

<https://ugr.tamu.edu>

[View submission status](#)

# View Submission Status

Home / Submissions / Complete

Currently accepting submissions for the May 2025 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
My Amazing Final Thesis Title in Title Case	AYMOND- FINALTHESIS-2025.pdf [view]	Final Thesis Submitted	17 March 2025	Unassigned	<a href="#">View</a>

# View Application

Home / Submissions / View

## 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](mailto:ugr@tamu.edu).



## View Application

# View Application

Example of a completed submission to the STSS.

### About You

Name: Aymond, Annabelle G

ORCID iD (optional):

TAMU Email: annabelle.aymond@tamu.edu

Permanent Phone: 979-123-1234

Permanent Email: personal-email@gmail.com

### Academic Affiliation

Program Year: 2024-2025 Undergraduate Research Scholars

College/School: College of Arts and Sciences

Department: Communication and Journalism

Degree: B.A.

Major: Telecommunication Media Studies

### Document Information

Official Thesis Title (Title Case, NOT all caps): My Amazing Final Thesis Title in Title Case

Expected Graduation Date: May 2025

Document Type: Final Thesis

Abstract (paragraph text only, no title or names): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ut vestibulum magna. Donec auctor sit amet tortor vitae faucibus. Nam in porttitor dui, nec efficitur nisl. Aliquam nunc risus, accumsan non pulvinar id, posuere sit amet nunc. Fusce consectetur mauris

# View Application

Home / Submissions / View

## Submission Action Log

Application Activity

Submission Action Log

Name	Action	Time
Annabelle Aymond	Submission status changed to 'Final Thesis Submitted'	17/03/2025 08:23:53 PM

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

# View Application

Home / Submissions / View

**Please do not use the message box. We do not get notifications when messages are submitted. Instead, send an email to [ugr@tamu.edu](mailto:ugr@tamu.edu).**

Leave a message

Message:

Add Message

# 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](mailto:ugr@tamu.edu) to confirm that your submission was received.

Confirmation: Final URS Thesis Submitted to the STSS



ugr@tamu.edu

To Undergraduate Research

Cc Undergraduate Research



8:24 PM

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 [ugr@tamu.edu](mailto:ugr@tamu.edu) immediately so we can reopen your STSS profile for resubmission. You will receive a separate notice from [ugr@tamu.edu](mailto:ugr@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://scholarsthesis.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 [ugr@tamu.edu](mailto:ugr@tamu.edu).

Sincerely,

UGR Staff

--

Office of Undergraduate Research

Texas A&M University

[ugr@tamu.edu](mailto:ugr@tamu.edu)

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<https://ugr.tamu.edu>

# **Program Completion and Recognition**

# How do I know I have completed the program?

Once you have officially completed the 2024-2025 Undergraduate Research Scholars thesis program, you will receive an email with the following subject line:

**[Completion Confirmation] 2024-2025 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 31, 2025.

## **If you selected TWO YEAR JOURNAL/PATENT EMBARGO:**

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](mailto: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:

Gould, Anna Beatrix (2017). Self-Views and Behaviors. Undergraduate Research Scholars Program. Available electronically from <http://hdl.handle.net/1969.1/164494>.



# 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.

## Recognition Ceremony

UGR typically hosts a joint Recognition Ceremony with the Honors Academy 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.

Questions about other recognition or graduation regalia can be directed to [honors@tamu.edu](mailto:honors@tamu.edu).

## *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.

# **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).

# Email Request to Approve Thesis

**From:** [ugr@tamu.edu](mailto: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

Request to Review Annabelle Aymond's FINAL URS Thesis



ugr@tamu.edu

To Undergraduate Research

Cc Undergraduate Research



8:24 PM

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 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](mailto: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://scholarsthesis.tamu.edu/advisor/xxxxxx/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](mailto:ugr@tamu.edu).

Sincerely,

UGR Staff

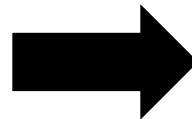
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Office of Undergraduate Research

Texas A&M University

[ugr@tamu.edu](mailto:ugr@tamu.edu)

<https://ugr.tamu.edu>



## View Application

# Review Application

**Current Submission State:** [-]  
Final Thesis Submitted!

This Submission can be reviewed at this time.

### About You

Name: Aymond, Annabelle G

ORCID ID (optional):

TAMU Email: annabelle.aymond@tamu.edu

Permanent Phone: 979-123-1234

Permanent Email: personal-email@gmail.com

### Academic Affiliation

Program Year: 2024-2025 Undergraduate Research Scholars

College/School: College of Arts and Sciences

Department: Communication and Journalism

Degree: B.A.

Major: Telecommunication Media Studies

### Document Information

Official Thesis Title (Title Case, NOT all caps): My Amazing Final Thesis Title in Title Case

Expected Graduation Date: May 2025

Document Type: Final Thesis

Abstract (paragraph text only, no title or names): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ut vestibulum magna. Donec auctor sit amet tortor vitae faucibus. Nam in porttitor dui, nec efficitur nisl. Aliquam egestas egestas non vulvar id, posuere sit amet nunc. Fusce consectetur mauris

# 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

## 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. ✕

### Approval

Approve Embargo: Approved on 22 December 2022 at 11:05 AM  
 I unapprove this embargo.

Approve Application: Approved on 22 December 2022 at 11:05 AM  
 I unapprove this application.

Comments:

# Review Application

## If Your Proposal Approval is Still Active

Approval

Approve Embargo: Approved on 22 December 2022 at 11:05 AM  
 I unapprove this embargo.

Approve Application: Approved on 22 December 2022 at 11:05 AM  
 I unapprove this application.

Comments: Proposal approval refresh for final thesis submission

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”

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

## Proposal Approval Cleared

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:

Submit

Once your proposal approval has been cleared:

- Make the appropriate approval selections
- Add a comment (optional)
- Click submit

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

# Contact Us

**Annabelle G. Aymond**

Associate Program Director

**Sydney T. O'Brien**

Program Coordinator

Office of Undergraduate Research

Division of Academic Affairs

Texas A&M University

[ugr@tamu.edu](mailto:ugr@tamu.edu)