

URS Canvas Community Submission Guide

How to submit assignments and view Thesis Reviewer feedback on
graded assignments

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How to Find Assignments

- There are two ways to find assignments.
- Option #1:
 - On each Months Sub Page, you can find links to the assignments under the Tasks List and Looking Ahead sections
- Option #2
 - In the Course Menu, click on the **Modules** Page and find the Module/assignment you would like to access

Option #1

URS Program Overview

Thesis Formatting Guide

Thesis Manual and Policy Guide

October Module

The month of October will have you attend the orientation, participate in small group meetings with your thesis reviewer, and gain familiarity with the Canvas community and the URS program at large. At this point in the program, you should have chosen a citation style, a thesis template, and have a general roadmap for completing your thesis. Ensure you are familiar with our Thesis Formatting Guide as well as the Thesis Manual and Policy Guide. If you have any questions send us an email at UGR@tamu.edu.

Task List

- [Oct. 13 | Register for URS Orientation \(CS,DH,GV,MA\)](#)
- [Oct. 23 | Orientation Test \(Q only\)](#)
- [Oct. 23 | Register for Small Group Meetings](#)
- [Oct. 23-27 | Small Group Meetings](#)
- [Oct. 24 | Entry Survey \(Optional\)](#)
- [DATA: Dissertation, Article, & Thesis Assistance Registration \(Optional\)](#)
- [Remind.com \(optional\)](#)

Looking Ahead

- [Nov. 13-17 | Small Group Meetings](#)
- [Nov. 29 | Fall Progress Report](#)

Option #2

Home

Announcements

Modules

Grades

► October Assignments

► November Assignments

Assignment Overview

- Assignments include:
 - Progress Reports (Rocket icon)
 - Thesis Installment Submissions (Document icon)
 - Final Thesis Part 1 Submission (Document icon)
 - Presentation Report (Rocket icon)



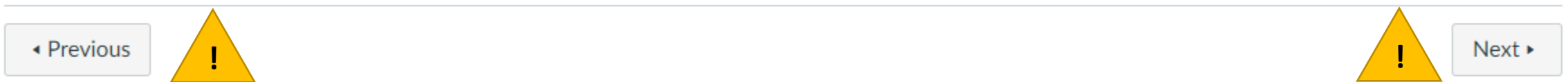
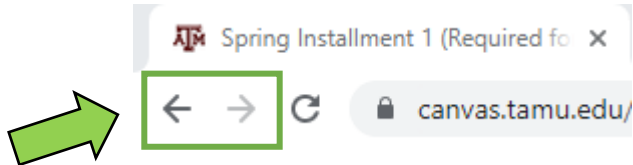
The Rocket Icon denotes a Progress Report, Presentation Report, or a Test



The Document Icon denotes a Thesis Installment or Final Thesis Part 1 Submission. Requires a file upload (.PDF, .doc, .docx)

Note on Assignment Navigation

- Once you click into an assignment, **be careful using the *Previous* and *Next* buttons** at the bottom of the screen. These buttons will take you to the previous and next items in the Modules list.
- Submit assignments before clicking these buttons. They navigate away from your submission window and your assignment progress may be lost.
- If you want to access the previous screen, we recommend using the **back arrow** in your browser window at the top left-side of your screen (green box in the image below).



Submitting Assignments with the Rocket Icon: Progress Reports and the Presentation Report

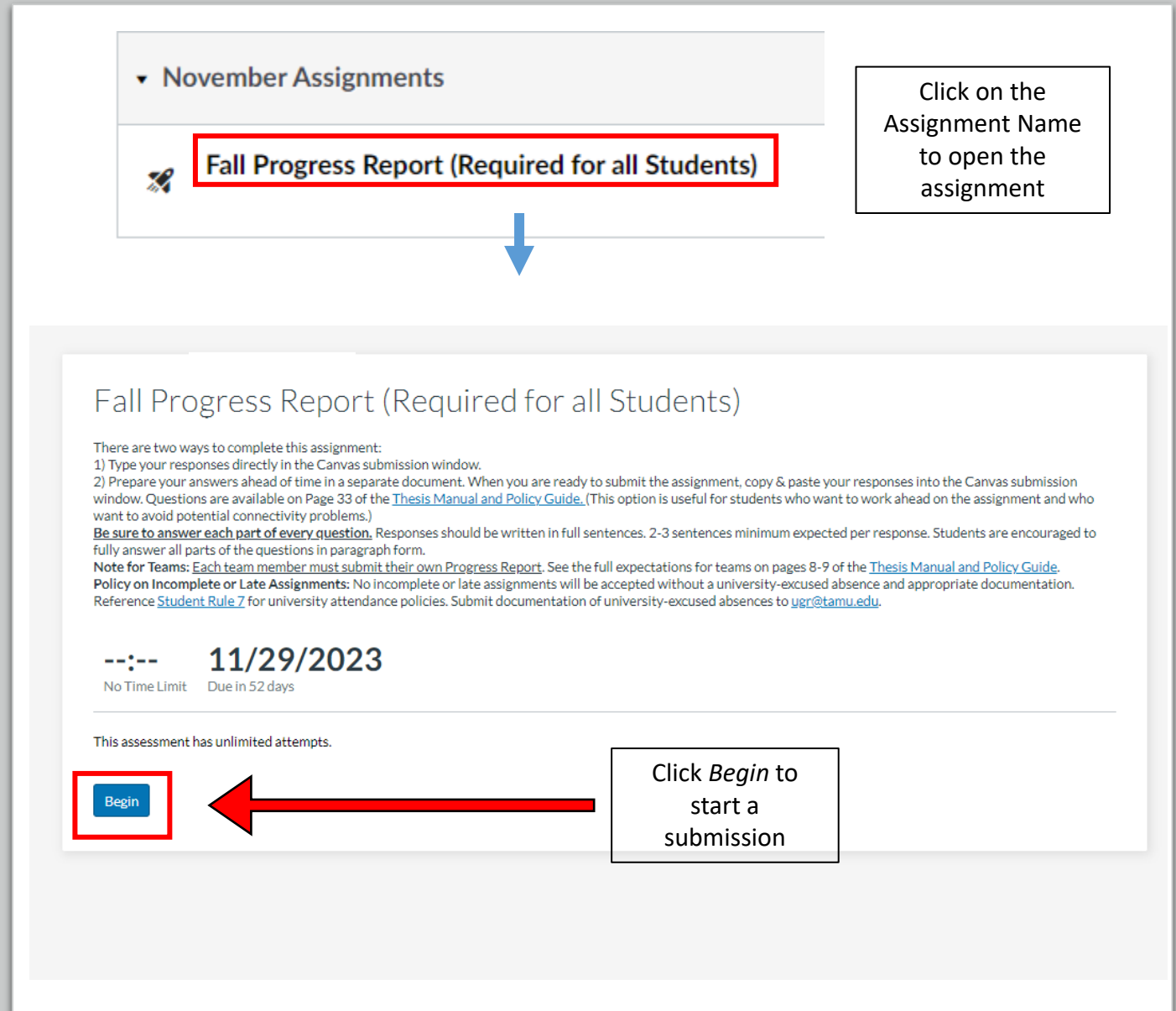
Step-by-step instructions and a Progress Report example

Progress Reports and Presentation Report: Tips and Reminders


- We recommend typing your Progress Report and Presentation Report answers in a separate document before starting the assignments in Canvas.
 - Internet can be unreliable—don't risk losing your work!
 - All Progress Report and Presentation Report questions are listed on pages 33-36 of the Thesis Manual and Policy Guide.
- **IMPORTANT FOR TEAMS:**
 - ALL team members **must submit their own Progress Report and Presentation Report.**
 - See the full expectations for teams on pages 8-9 of the Thesis Manual and Policy Guide.

Submitting Assignments with the Rocket Icon: Progress Report Example

1. When you are ready to submit your Progress Report, click on the *Assignment Name*.
2. Read the instructions and click the *Begin* button



▼ November Assignments

 **Fall Progress Report (Required for all Students)**

Click on the Assignment Name to open the assignment

Fall Progress Report (Required for all Students)

There are two ways to complete this assignment:
1) Type your responses directly in the Canvas submission window.
2) Prepare your answers ahead of time in a separate document. When you are ready to submit the assignment, copy & paste your responses into the Canvas submission window. Questions are available on Page 33 of the [Thesis Manual and Policy Guide](#). (This option is useful for students who want to work ahead on the assignment and who want to avoid potential connectivity problems.)
Be sure to answer each part of every question. Responses should be written in full sentences. 2-3 sentences minimum expected per response. Students are encouraged to fully answer all parts of the questions in paragraph form.
Note for Teams: Each team member must submit their own Progress Report. See the full expectations for teams on pages 8-9 of the [Thesis Manual and Policy Guide](#).
Policy on Incomplete or Late Assignments: No incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Reference [Student Rule 7](#) for university attendance policies. Submit documentation of university-excused absences to ugr@tamu.edu.

--:-- **11/29/2023**
No Time Limit Due in 52 days

This assessment has unlimited attempts.

Begin

Click *Begin* to start a submission

Submitting Assignments with the Rocket Icon: Progress Report Example Cont.

1. Either paste your answers into the Canvas submission window or type in your answers.
2. **Be sure to answer each part of every question.** Responses should be written in full sentences. 2-3 sentences minimum expected per response. Students are encouraged to fully answer all parts of the questions in paragraph form.
3. Click *Submit*.

Return Submit

Fall Progress Report (Required for all Students)

There are two ways to complete this assignment:
1) Type your responses directly in the Canvas submission window.
2) Prepare your answers ahead of time in a separate document. When you are ready to submit the assignment, copy & paste your responses into the Canvas submission window. Questions are available on Page 33 of the [Thesis Manual and Policy Guide](#). (This option is useful for students who want to work ahead on the assignment and who want to avoid potential connectivity problems.)
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1 1 point
Describe how your project advances research in your field. How have you built your project upon previous research in your field? How is your project different from previous research and why? What key articles/authors/materials have you read for your project? (Do not paste a references list).

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Video] [Audio] [Table] [List] [Text] [Code] [Quote] [Link]

Fully answer each part of each question in full sentences

16 1 point
On a scale of 1-5, how comfortable are you with utilizing technology for your Scholars thesis? Technology may include word processing software such as Microsoft Word, reference management software such as Endnote, research/academic databases such as Google Scholar, and other technology that is directly related to the authorship of your thesis.
Enter your answer as a single number.
1 - Very Uncomfortable
2 - Uncomfortable
3 - Neutral Comfort
4 - Comfortable
5 - Very Comfortable

Type your answer...

****Some questions require only a single number****

Submit

Submitting Assignments with the Rocket Icon: Progress Report Example Cont.

- You will be redirected to the Results page after submitting.
- Here you can preview your submitted responses and your attempt history. Verify that your responses to each question were submitted.
- **NOTE:** Canvas auto-assigns a grade upon submission. DO NOT PANIC. Thesis Reviewers need to manually grade questions.

Results

Test Student — 1st Attempt

i 10 questions require grading

37.5%

6
Out of 16 points

09:03
Time for this attempt

This assessment has unlimited attempts. Take Now

~ Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	6 of 16	37.5%	(Highest score)

Your Answers:

1

1 point possible

Describe how your project advances research in your field. How have you built your project upon previous research in your field? How is your project different from previous research and why? What key articles/authors/materials have you read for your project? (Do not paste a references list).



asdf

Waiting for grade

LAUNCH: UNDERGRADUATE RESEARCH

After Submitting Assignments: The Grades Page

- If an assignment is pending grading, you will see the *assignment icon* in the *Score* column
- When an assignment is graded, the *score* will be visible in the *Score* column
- **URS students are expected to make a 100% on all assignments.** Assignments may be returned for corrections if the student did not follow assignment guidelines. Students will be notified via email if an assignment has been returned for corrections

• Spring Progress Report 1 (Required for all Students) Test		6
Spring Installment 1 (Required for all Students) Assignment		1



Assignment Icon =
Ungraded Assignment

Submitting Assignments with the Document Icon: Thesis Installments and the Final Thesis Part 1

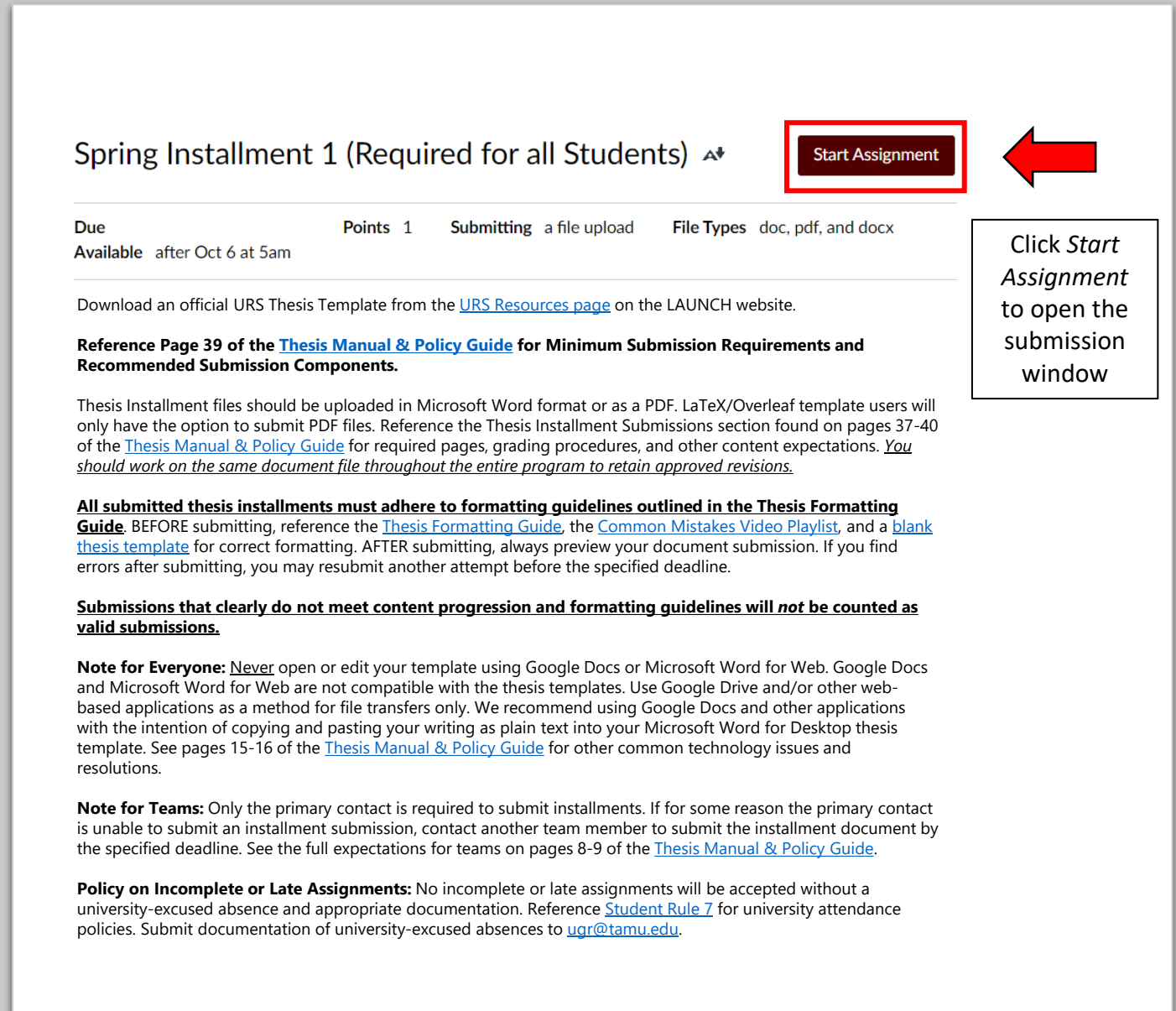
Step-by-step instructions and a Thesis Installment example


Thesis Installment and Final Thesis Part 1 Submissions: Tips and Reminders

- Installment requirements are found on pages 39-41 of the Thesis Manual & Policy Guide .
- Download an official URS Thesis Template from the [URS Resources page](#) on the LAUNCH website .
- **All submitted thesis installments must adhere to formatting guidelines outlined in the Thesis Formatting Guide.**
- BEFORE submitting, reference the [Thesis Formatting Guide](#), the [Common Mistakes Video Playlist](#), and a [blank thesis template](#) for correct formatting. AFTER submitting, always preview your document submission. If you find errors after submitting, you may resubmit another attempt before the specified deadline.
- **Submissions that clearly do not meet content progression and formatting guidelines will *not* be counted as valid submissions.**
- Never open or edit your template using Google Docs or Microsoft Word for Web. Google Docs and Microsoft Word for Web are not compatible with the thesis templates.
- **IMPORTANT FOR TEAMS:**
 - The team's designated Primary Contact is the only member responsible for submitting the team's Installment document to Canvas. This means that Installment Feedback will be provided directly to the Primary Contact. The Primary Contact is responsible for communicating this feedback and submitting revisions, if requested, on behalf of the entire team.
 - See the full expectations for teams on pages 8-9 of the Thesis Manual and Policy Guide.

Submitting Assignments with the Document Icon: Thesis Installment Example

- When you are ready to upload your Thesis Installment document, click the maroon *Start Assignment* button



Spring Installment 1 (Required for all Students) 

Start Assignment

Due **Available** after Oct 6 at 5am Points 1 Submitting a file upload File Types doc, pdf, and docx

Download an official URS Thesis Template from the [URS Resources page](#) on the LAUNCH website.

Reference Page 39 of the [Thesis Manual & Policy Guide](#) for Minimum Submission Requirements and Recommended Submission Components.

Thesis Installment files should be uploaded in Microsoft Word format or as a PDF. LaTeX/Overleaf template users will only have the option to submit PDF files. Reference the Thesis Installment Submissions section found on pages 37-40 of the [Thesis Manual & Policy Guide](#) for required pages, grading procedures, and other content expectations. You should work on the same document file throughout the entire program to retain approved revisions.

All submitted thesis installments must adhere to formatting guidelines outlined in the Thesis Formatting Guide. BEFORE submitting, reference the [Thesis Formatting Guide](#), the [Common Mistakes Video Playlist](#), and a [blank thesis template](#) for correct formatting. AFTER submitting, always preview your document submission. If you find errors after submitting, you may resubmit another attempt before the specified deadline.

Submissions that clearly do not meet content progression and formatting guidelines will not be counted as valid submissions.

Note for Everyone: Never open or edit your template using Google Docs or Microsoft Word for Web. Google Docs and Microsoft Word for Web are not compatible with the thesis templates. Use Google Drive and/or other web-based applications as a method for file transfers only. We recommend using Google Docs and other applications with the intention of copying and pasting your writing as plain text into your Microsoft Word for Desktop thesis template. See pages 15-16 of the [Thesis Manual & Policy Guide](#) for other common technology issues and resolutions.





Note for Teams: Only the primary contact is required to submit installments. If for some reason the primary contact is unable to submit an installment submission, contact another team member to submit the installment document by the specified deadline. See the full expectations for teams on pages 8-9 of the [Thesis Manual & Policy Guide](#).

Policy on Incomplete or Late Assignments: No incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Reference [Student Rule 7](#) for university attendance policies. Submit documentation of university-excused absences to ugr@tamu.edu.

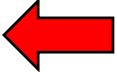
Submitting Assignments with the Document Icon: Thesis Installment Example Continued

- Scroll down and find the **File Upload** Section
- Click the **Choose File** button
 - Only upload ONE file
 - Upload your document as either a Microsoft Word Document or PDF
- Click the maroon **Submit Assignment** button
- NOTE: Never upload files using Google Drive or Office 365

Policy on Incomplete or Late Assignments: No incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Reference [Student Rule 7](#) for university attendance policies. Submit documentation of university-excused absences to ugr@tamu.edu.

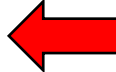
File Upload    

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

Choose File No file chosen  Upload the Installment file

+ Add Another File

Comments...

Cancel **Submit Assignment**  Submit

Spring Installment 1 - Attempt 1 (Original Submission)

Criteria	Ratings	
Formatting Consistency	Does Not Meet Requirement The student DID NOT USE one of the provided templates.	Meets Requirement The student DID USE one of the provided templates.

Submitting Assignments with the Document Icon: Thesis Installment Example Continued

- If your submission was successful, you will see **confetti** and your screen will say **Submitted!**
- After submitting, ALWAYS preview your submission to doublecheck the formatting
 - Click *Submission Details* or *Download* (maroon text in the red box in the image to the right)
- If you find errors after submitting, you may resubmit another attempt before the specified deadline

Spring Installment 1 (Required for all Students) [New Attempt](#)

Due	Points	Submitting	File Types
Available after Oct 6 at 5am	1	a file upload	doc, pdf, and docx

Download an official URS Thesis Template from the [URS Resources page](#) on the LAUNCH website.

Thesis Installments should be submitted in Microsoft Word format (PDFs accepted from LaTeX/Overleaf template users) by the specified deadline. Reference the Thesis Installment Submissions section found on pages 31-34 of the [Thesis Manual & Policy Guide](#) for required pages, grading procedures, and other content expectations. *You should work on the same document file throughout the entire program to retain approved revisions.*

All submitted thesis installments must adhere to formatting guidelines outlined in the [Thesis Formatting Guide](#). BEFORE submitting, reference the [Thesis Formatting Guide](#), the [Common Mistakes Video Playlist](#), and a [blank thesis template](#) for correct formatting. AFTER submitting, always preview your document submission. If you find errors after submitting, you may resubmit another attempt before the specified deadline.

Submissions that clearly do not meet content progression and formatting guidelines will not be counted as valid submissions.

Note for Everyone: Never open or edit your template using Google Docs or Microsoft Word for Web. Google Docs and Microsoft Word for Web are not compatible with the thesis templates. Use Google Drive and/or other web-based applications as a method for file transfers only. We recommend using Google Docs and other applications with the intention of copying and pasting your writing as plain text into your Microsoft Word for Desktop thesis template. See pages 13-14 of the Thesis Manual & Policy Guide for other common technology issues and resolutions.

Note for Teams: Only the primary contact is required to submit installments. If for some reason the primary contact is unable to submit an installment submission, contact another team member to submit the installment document by the specified deadline. See the full expectations for teams on pages 7-8 of the Thesis Manual & Policy Guide.

Policy on Incomplete or Late Assignments: Incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Reference [Student Rule 7](#) for university attendance policies. Submit documentation of university-excused absences to ugr@tamu.edu.

Submission
✓ Submitted!
Oct 7 at 11:30am
[Submission Details](#)
[Download](#)
(official)-2122_URS_Thesis-Template_CW.docx

Comments:
No Comments

Submitted! = Successful Submission

Always preview the Submission by clicking [Submission Details](#) or [Download](#)

Note: The Spring Installment 1 Assignment instructions on this slide are not up-to-date. Reference up-to-date assignment instructions in Canvas.

After Submitting: How to View Thesis Reviewer Feedback

Step-by-step instructions and a Thesis Installment example

After Submitting: Thesis Installment Grading Process

- General Information about Installment Feedback and Revisions can be found on pages 37-38 of the Thesis Manual & Policy Guide.
- Your assigned Thesis Reviewer will place feedback **directly on the document** you upload to Canvas using the **annotation tools**. Access your graded document through the **Grades** page.
- You will always be notified by email whether your installment document *Needs Corrections* or is *Approved*. Grades are also posted in Canvas on **Grades** page.
- Installment documents are graded on a binary (0-1) scale:
 - 0 = Needs Corrections and 1 = Approved
- If you receive a *Needs Corrections* email, you will receive a new deadline to submit a revised document. The new deadline will typically be 24 to 48 hours (business days) after your document is graded.
- It is possible to receive multiple rounds of *Needs Corrections* emails. Your installment document will only be counted as *Approved* once it is compliant with the URS Thesis Formatting Guide and free of all mistakes.

How to View Graded Submissions

Click on the **Grades** Page to:

1. See if your submission has been graded
2. View any comments left on your document
3. Review the rubric

Home

Announcements



Modules

Grades

1

Example of a graded
submission

A Graded Submission Looks Like This

Name	Due	Status	Score	Out of	
• Spring Installment 1 (Required for all Students) Assignment			0	1	 

Annotations:

- Submission Needs Corrections (points to Score 0)
- comment bubble icon (points to comment bubble icon)
- rubric icon (points to rubric icon)

- View the **Score** column:
 - 0=*Needs Corrections*
 - 1=*Approved*
- If you received a score of zero, click the **comment bubble icon** to view your *Needs Corrections* deadline assigned by your Thesis Reviewer.
- Click the **rubric icon** to view the rubric completed by your Thesis Reviewer.

How to View Thesis Reviewer Feedback

1. Go to the **Grades** Page.
2. Click on the *Assignment Name*.
3. Click the maroon *View Feedback* text.

Click on the Assignment Name to open the assignment

Spring Installment 1 (Required for all Students)
Assignment



Spring Installment 1 (Required for all Students)

Test Student submitted Oct 7 at 11:30am

(official)-2122_URS ~~X~~ esis-Template_CW.docx 63.1 KB

View Feedback

Clicking the file name will download your submitted file without Thesis Reviewer comments

Click *View Feedback* to see Thesis Reviewer Feedback

How to View Thesis Reviewer Feedback Cont.

- Your graded submission will then appear on the screen. Look for annotations and comments left by your Thesis Reviewer.
- If you received a *Needs Corrections* email and a score of 0, you need to revise and resubmit by your assigned *Needs Corrections* deadline.
 - Find the feedback left on your submission. Email ugr@tamu.edu and/or your assigned Thesis Reviewer if you have questions about requested revisions or need help with Thesis Formatting.
 - Make the requested formatting revisions to the original copy of your thesis document in the desktop version of Microsoft Word (or Overleaf for LaTeX users). Make ALL requested edits.
 - Check your revised document against the Thesis Formatting Guide and Common Mistakes Video Playlist Module to make sure you did not make any new errors.
 - Resubmit the assignment by your assigned *Needs Corrections* deadline.


Warning About Downloading & Revising Submitted Installment Documents

- Clicking the file name will download your submitted file. While this is a great tool for proofreading your submissions, **NEVER make edits directly to this downloaded file.** **ALWAYS make formatting edits to your original thesis file in the desktop version of Microsoft Word (or Overleaf for LaTeX users).**
- Editing downloaded files from Canvas and reuploading them will strip advanced formatting features and will break your Thesis Template 😞.
- Avoid this headache by working off the same original thesis document in the desktop version of Microsoft Word file (or Overleaf for LaTeX users) the entirety of the URS program.

Spring Installment 1 (Required for all Students)

Test Student submitted Oct 7 at 11:30am



 (official)-2122_URS_Thesis-Template_CW.docx 63.1 KB



[View Feedback](#)

Thesis Reviewer Feedback: Annotation Tools

- Thesis Reviewers can use various annotation tools. Look for comments to quickly find requested revisions.
- There is a possibility of having an annotation without a comment. Make ALL requested revisions.

The screenshot displays a thesis document template with several annotations and a comment sidebar on the right. The document text includes: "[TYPE THESIS TITLE]" with a blue location pin; "An Undergraduate Research Scholars Thesis by [TYPE NAME OF INDIVIDUAL OR TEAM MEMBER 1 NAME, TEAM MEMBER 2 NAME, ...]" where the name fields are highlighted in red and circled in blue; "Submitted to the LAUNCH: Undergraduate Research office at Texas A&M University in partial fulfillment of requirements for the designation as an UNDERGRADUATE RESEARCH SCHOLAR."; "Approved by Faculty Research [Choose an item: Advisor]" with a blue box around the text and a yellow highlight on "Choose an item"; "[Type Name of Primary Advisor]" and "[Type Name of Secondary Faculty Advisor OR remove line]"; and "May 2022". A pink comment box on the right contains instructions for removing help text. The sidebar on the right shows four comments by Ashley Guentzel, each with a different icon (location pin, pencil, pencil with checkmark, and scissors) and a specific instruction related to the document's content.

[TYPE THESIS TITLE]

An Undergraduate Research Scholars Thesis
by
[TYPE NAME OF INDIVIDUAL OR TEAM MEMBER 1 NAME, TEAM MEMBER 2 NAME, ...]

Submitted to the LAUNCH: Undergraduate Research office at
Texas A&M University
in partial fulfillment of requirements for the designation as an

UNDERGRADUATE RESEARCH SCHOLAR.

Approved by
Faculty Research [Choose an item: Advisor] [Type Name of Primary Advisor]
[Type Name of Secondary Faculty Advisor OR remove line]

May 2022

Commented [AG1]: HOWDY !!

HELP TEXT INSTRUCTIONS:
HOW TO REMOVE ALL MAROON/WHITE HELP TEXT FROM THE ENTIRE DOCUMENT AT ONCE:
(1)Open the Styles menu.
(2)Right click the "Help Text (Remove)" Style.
(3)Click "Select all".
(4)Press the delete key.
HOW TO REMOVE ALL YELLOW HIGHLIGHTED HELP TEXT FROM THE ENTIRE DOCUMENT AT ONCE:
(1)Open the Styles menu.

Ashley Guentzel
Fill in Thesis Title

Ashley Guentzel
Fill in your name

Ashley Guentzel
Fill in your name

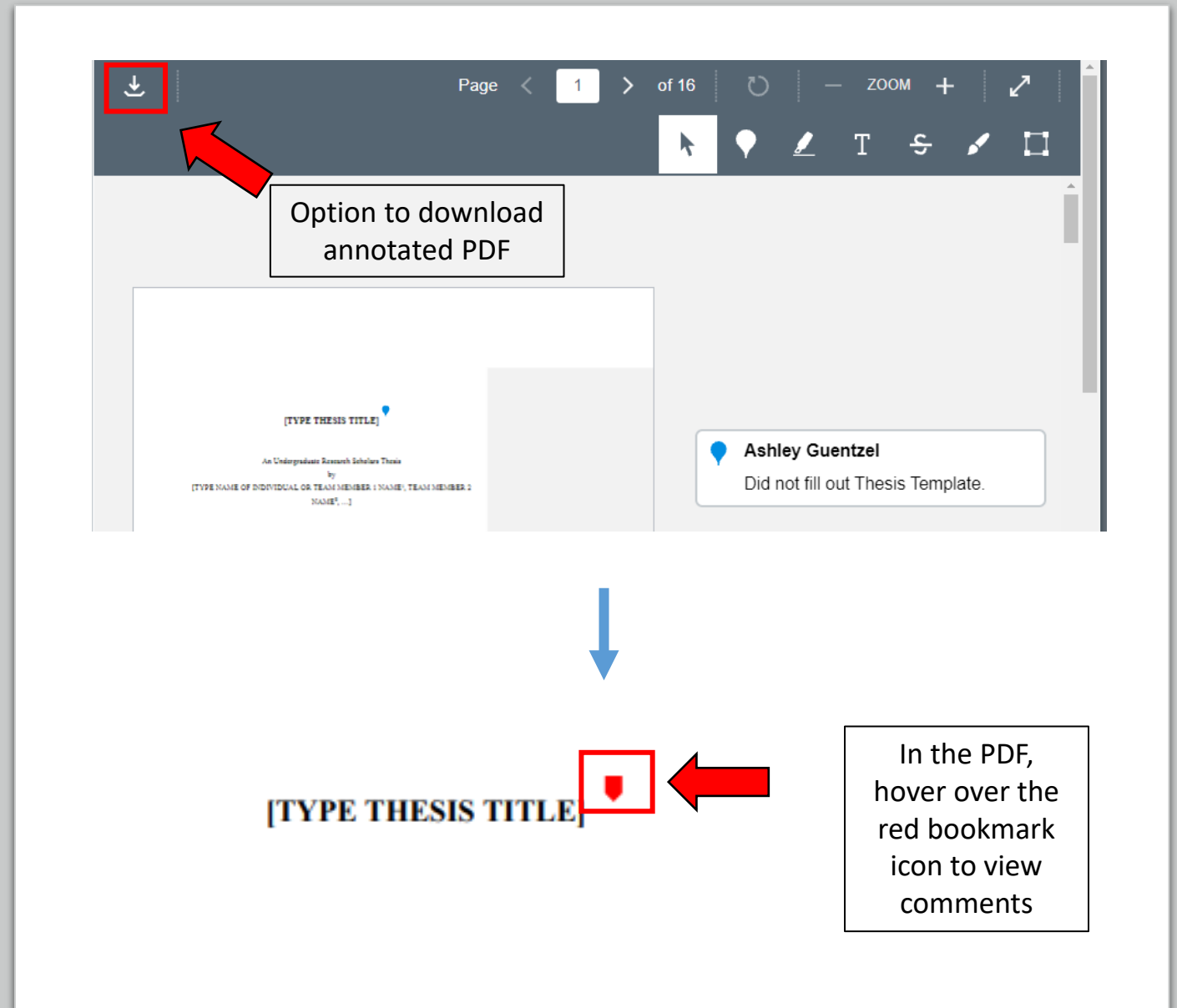
Ashley Guentzel
Choose an item.

Ashley Guentzel
Remove line. You only listed one advisor

Example of how annotation tools will appear on graded documents

Note for Downloading Annotations

- Having trouble reading Thesis Reviewer comments?
 - Download an annotated PDF using the **download icon** in the top-left corner of the *View Feedback Window*.
- Look through the annotated PDF to find comments.
- Comments are notated by a **red bookmark icon** in the PDF. Hover over this icon to make the comments visible. Comments should appear on a yellow post-it note.



Email ugr@tamu.edu

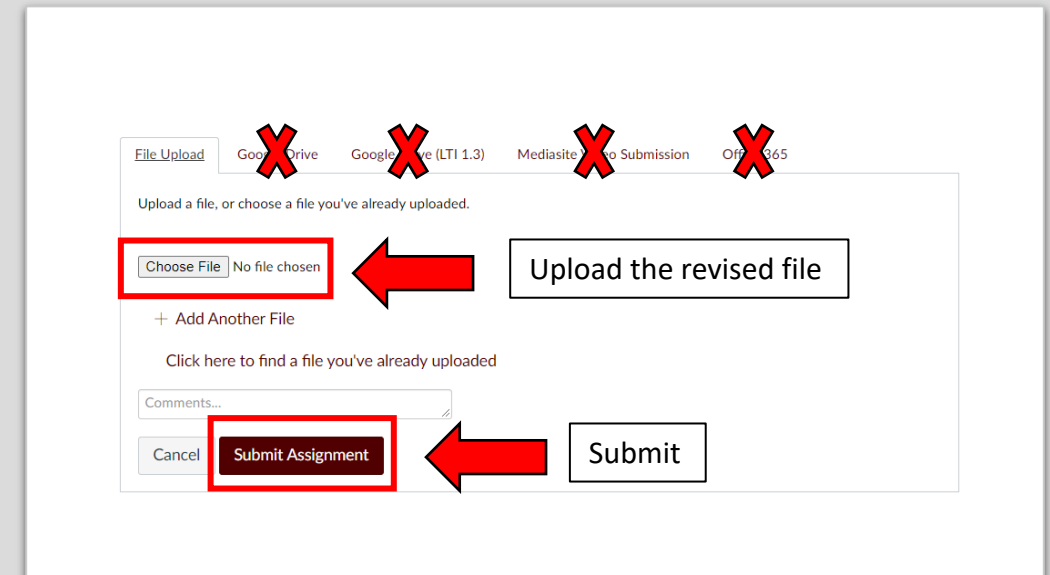
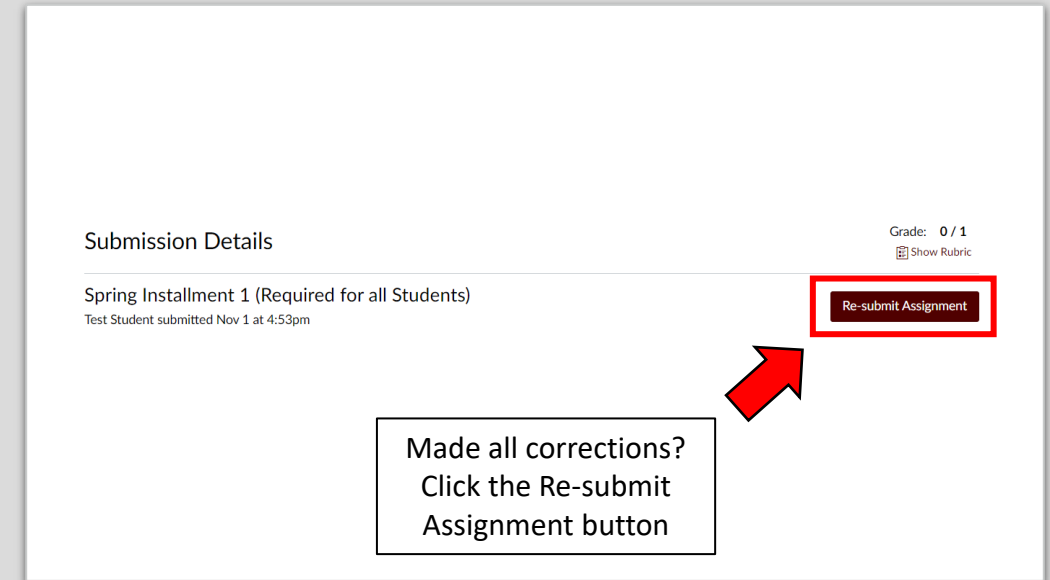
Questions: Don't Use Canvas Commenting Features

- The *View Feedback Window* will give you the option to reply to Reviewer Annotation Comments. **DO NOT USE THIS FEATURE.**
 - Email ugr@tamu.edu and/or your Thesis Reviewer if you have questions about a requested revision. **Comments in Canvas are not actively monitored.**
- The *Feedback Window* will give you the option to use the annotation tools. **DO NOT USE THESE FEATURES.**
- Canvas also gives you the option to Add a Comment. **Comments in Canvas are not actively monitored.**
- If you ever have questions about assignments or Thesis Reviewer feedback email ugr@tamu.edu
- Thesis Reviewers will NOT reference comments or annotations left on graded assignments.

The screenshot shows a Canvas document viewer interface. At the top, a dark navigation bar contains icons for download, page navigation (Page 1 of 16), zoom, and share. A series of red X marks are overlaid on the right side of this bar. The main document area displays a thesis template with placeholder text like "[TYPE THESIS TITLE]", "[TYPE NAME OF INDIVIDUAL OR TEAM MEMBER 1 NAME]", and "[TYPE NAME OF PRIMARY ADVISOR]". A pink comment box on the right side of the document contains text from "Ashley Guentzel" and "Test Student". A text box at the bottom right of the screenshot states: "Email ugr@tamu.edu questions. Do not leave comments, questions, or annotations in Canvas." Another red X mark is overlaid on the "Add a Comment:" section of the interface.

How to Resubmit the Installment Assignment (If Requested)

- Once you are ready to re-submit:
 - Click the maroon *Re-submit Assignment* button.
 - If you navigated away from the *View Feedback* window, access this button by clicking into the assignment on either the Modules or Grades Page.
 - Go to the *File Upload* section.
 - Choose the revised Word or PDF file and click the *Submit Assignment* button.



How to Resubmit the Installment Assignment (If Requested) Cont.

- If your submission was successful, you will see **confetti** and your screen will say **Submitted!**
- After submitting ALWAYS preview your submission to doublecheck the formatting.
- If you find errors after submitting, you may resubmit another attempt before the specified **Needs Corrections** deadline.
- Keep a close eye on your official TAMU Gmail inbox to see if your revised submission is **Approved** or if you received a second round of **Needs Corrections**.
- **Continue working with your Thesis Reviewer until you have received a grade of 1/1.**

Spring Installment 1 (Required for all Students)

New Attempt

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Note for Everyone: Never open or edit your template using Google Docs or Microsoft Word for Web. Google Docs and Microsoft Word for Web are not compatible with the thesis templates. Use Google Drive and/or other web-based applications as a method for file transfers only. We recommend using Google Docs and other applications with the intention of copying and pasting your writing as plain text into your Microsoft Word for Desktop thesis template. See pages 13-14 of the Thesis Manual & Policy Guide for other common technology issues and resolutions.

Note for Teams: Only the primary contact is required to submit installments. If for some reason the primary contact is unable to submit an installment submission, contact another team member to submit the installment document by the specified deadline. See the full expectations for teams on pages 7-8 of the Thesis Manual & Policy Guide.

Policy on Incomplete or Late Assignments: Incomplete or late assignments will be accepted without a university-excused absence and appropriate documentation. Reference [Student Rule 7](#) for university attendance policies. Submit documentation of university-excused absences to ugr@tamu.edu.

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