

ACADEMIC REQUIREMENTS COMPLETION SYSTEM (ARCS)

Walk-Through Guides for Students

June 2023



TABLE OF CONTENTS

	Page
Preliminary Exam Request	3
Proposal Approval Form	11
Final Exam (Defense) Request	18
Copyright and Availability	26
Thesis/Dissertation/Record of Study Approval Form	33

NOTE: Depending on your degree type, some of the forms listed above may not be necessary for completion of your degree. If you have questions about your degree requirements please consult with your Graduate Advisor, the Graduate and Professional [catalog](#), or the Graduate and Professional School [website](#).

PRELIMINARY EXAM REQUEST

Student Walk-Through

1) To open ARCS, log into [Howdy](#) and select the “My ARCS” icon at the top of the page (see icon below):



2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your doctoral degree (see below):



NOTE: The milestones may appear differently depending on your degree type.

- a) If you have NOT submitted any requests, you will automatically be taken to the “Degree Plan” milestone.
- b) Once you have submitted a request, the system will automatically take you to that open request.
- c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

3) When you click on the “Preliminary Exam” milestone, the system will perform an audit to verify your eligibility to schedule the preliminary exam.

NOTE: If for some reason the audit does not begin, or you do not see any milestones, please contact the Grad School at GradARCS@tamu.edu.

- 4) After the degree audit has been completed, one of two views will be displayed based on your eligibility to schedule the preliminary exam (see below):

Ineligible to Schedule the Preliminary Exam View

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests. ■ Incomplete ■ Complete ■ Selected

Preliminary Exam Request

You are not eligible to schedule your preliminary exam due to the following reasons

Status	Met?
Degree Plan GPA on degree evaluation = 2.826 Minimum GPA required = 3.0	No
Program GPA on degree evaluation = 2.862 Minimum GPA required = 3.0	No

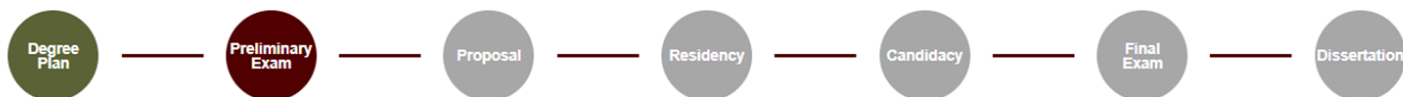
Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AG]
 Admitted Summer 2021 - College Station
 GR - Graduate
 Catalog Summer 2021 - College Station
 College Agriculture and Life Sciences
 Campus College Station
 Major Agronomy
 Major Dept Soil & Crop Sciences

- 5) If you are not eligible to schedule your preliminary exam, you will receive the message, “You are not eligible to schedule your preliminary exam due to the following reasons” (see above). In the “Status” section, you will be provided reason(s) that need to be resolved before you can schedule your preliminary exam.
- a) To resolve these issues, please contact your department’s pre-committee advisor. If you are unable to contact your pre-committee advisor, please contact the Grad School at gradprocessing@tamu.edu.

Eligible to Schedule the Preliminary Exam View



Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

Incomplete
 Complete
 Selected

Preliminary Exam Request

Instructions

To submit your request to hold the preliminary exam:

- Confirm that all members of your committee have been consulted and have agreed to hold the preliminary exam.
- If you have more than 6 hours of graded degree plan coursework remaining, please consult with your Department and committee Chair.
- Enter a Tentative Exam Completion Date.
 - NOTE: The date should reflect when you expect to receive your final grade for the exam.
- Comments (optional) can be added and may include the location and time of the preliminary exam. Any comments entered are viewable by the approvers of your request.
- Confirm that you are registered in the term that you will be taking any component of the preliminary exam.
 - NOTE: If you are not registered in the term the preliminary exam is held, your exam results may be voided.

Curriculum

Doctor of Philosophy

Level Graduate
Program PHD [AT]
Admitted Fall 2019 - College Station
 IG - Int'l Graduate
Catalog Fall 2019 - College Station
College Arts and Sciences
Campus College Station
Major Mathematics
Major Dept Mathematics

Graduate Committee Members - Doctoral

Faculty Member	Role
Landsberg, Joseph	Chair
Crawford, Victoria G.	Member
Lima-Filho, Paulo	Member
Sottile, Frank	Member

* All committee members have been consulted and have agreed to hold the preliminary exam.

Tentative Exam Completion Date:

Comments:

Characters Remaining: 1000

[Click to add a Graduate Committee Substitution >](#)

* You are required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, you must have been registered for the term immediately preceding the examination. By checking the acknowledgement box, you verify that you are meeting the registration requirement to hold the preliminary exam. **NOTE: Failure to register in the term the preliminary exam is held may result in your exam being voided.**

Schedule Exam

6) If you are eligible to schedule your preliminary exam, you will be taken to the preliminary exam request screen (see above). Be sure to read through the instructions which provide descriptions for each of the following required fields:

- a) Committee Acknowledgement
- b) Tentative Exam Completion Date
- c) Registration Acknowledgement

NOTE: If you have more than 6 hours of graded coursework remaining (based off your degree plan), you will also be required to verify that you have consulted with your Department and committee Chair on this exception (see below).

NOTE: If you are not currently registered in the semester you wish to take the preliminary exam, you will be required to verify that you will meet the registration requirement by the time the exam is held (**Failure to register in the term the preliminary exam is held may result in your exam being voided**):

- All committee members have been consulted and have agreed to hold the preliminary exam.
- To schedule the preliminary exam, 6 hours or less of graded coursework remaining is required. Our records indicate you have 21 hours of graded coursework remaining on your degree plan. By checking the acknowledgement box, you are requesting an exception and verify you have consulted with your Department and committee Chair prior to submitting your request.

Tentative Exam Completion Date:

Comments:

Characters Remaining: 974

[Click to add a Graduate Committee Substitution >](#)

- You are required to be registered for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, you must have been registered for the term immediately preceding the examination. By checking the acknowledgement box, you verify that you are meeting the registration requirement to hold the preliminary exam. **NOTE: Failure to register in the term the preliminary exam is held may result in your exam being voided.**
- * You are currently not registered in the semester you are taking the preliminary examination. By checking the acknowledgement box, you verify that you will meet the registration requirement by the time the preliminary exam is held.

Schedule Exam

- 7) Once all the above required information has been entered, click on “Schedule Exam”.
 - a) A second-degree audit will occur, please allow time for the audit to run.
 - b) If any errors are detected, the fields that need to be corrected will be highlighted.

- 8) If one of your committee members is NOT able to grade your preliminary exam, please discuss with your committee Chair to determine an eligible substitute faculty member. Additionally, if the unavailable committee member is the ONLY outside committee member, you must substitute that individual with an outside faculty member.
 - a) Once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below).

Click to add a Graduate Committee Substitution ▼

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend,
and will be substituted by

NOTE: Your committee Chair cannot be substituted.

- b) Select which committee member is not able to attend, and then either type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
 - c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at GradARCS@tamu.edu.
- 9) Once the second audit finishes successfully, you should be taken to a new page (see below):



Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

■ Incomplete ■ Complete ■ Selected

Preliminary Exam Request

Instructions

- To make changes to your request, select "Change Request" and follow the instructions provided.
- To cancel your submission, select "Cancel Request".
 - If you are cancelling your request, you will need to provide a reason for the cancellation.
- Once you have received approval for your request, you will no longer be able to make any changes or cancel the request. To make changes or cancel the request after you receive approval, please contact your Department advisor or committee Chair.
 - **NOTE: If your request is returned by an approver, you will have the ability to make the required changes to your request by selecting "Change Request".**

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AT]
 Admitted Fall 2019 - College Station
 IG - Int'l Graduate
 Catalog Fall 2019 - College Station
 College Arts and Sciences
 Campus College Station
 Major Mathematics
 Major Dept Mathematics

Exam Details

Tentative Exam Completion Date: 3/10/2023

Substitute: Deborah Bell-Pedersen (for Paulo Lima-Filho)

Change Request

Cancel Request

Exam Request Approval Comments

Role	Date	Comments
STUDENT	2/27/2023	Ready to take my preliminary exam.

Exam Request Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
CHAIR	Pending	
DEPARTMENT	Pending	

10) On this landing page, you will be able to track the approval status of your preliminary exam in the “Exam Request Approval Status” section, make changes to the request (see Changes to the Preliminary Exam Request), and cancel your request (see Cancelling the Preliminary Exam Request).

NOTE: Once your preliminary exam request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, or the Grad School at gradprocessing@tamu.edu.

Changes to the Preliminary Exam Request

- 1) If changes are needed for the preliminary exam request, select the “Change Exam” button in the “Exam Details” section. When you select “Change Exam”, the following section should be displayed (please be sure to read through the instructions section):

Change Requested

Instructions

- Please make any necessary changes to the information below.
- NOTE: Once your request has been approved by any reviewer, changes can only be made by contacting your department pre-committee advisor, Committee Chair, or the Graduate and Professional School.

Tentative Exam Completion Date:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Comments:

Characters Remaining: 1000

- 2) Once you have made any necessary changes, select “Change Exam” to submit changes to your preliminary exam request.
 - a) Another degree audit will run to verify any changes made to the preliminary exam request.
 - b) **NOTE:** Once your preliminary exam request receives approval from the department’s pre-committee approver, you will no longer be able to make changes to the request yourself.
 - c) If further changes are needed, please contact your department pre-committee advisor, Committee Chair, or the Grad School at gradprocessing@tamu.edu.

Cancelling the Preliminary Exam Request

- 1) To cancel the preliminary exam request, select the “Cancel Request” button in the “Exam Details” section. The following screen should then be displayed:

Cancellation Request

Instructions

- Enter the reason below for cancelling the Preliminary Examination request.
- NOTE: Comments will be visible to the student and any approvers.

Reason for Cancellation:*

Characters Remaining: 1000

Cancel Request

Back

- 2) You will need to add a reason for the cancellation in the “Reason for Cancellation” box.
 - a) After clicking “Cancel Request”, confirm your decision and the request will be reset.
 - b) **NOTE:** Once your preliminary exam request receives approval from the department’s pre-committee approver, you will no longer be able to cancel the request.
 - c) If the request needs to be cancelled after approval, please contact the Grad School at gradprocessing@tamu.edu.

PROPOSAL APPROVAL FORM

Student Walk-Through

- 1) To open ARCS, log into [Howdy](#) and select the “My ARCS” icon at the top of the page (see icon below):



- 2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):



NOTE: The milestones may appear differently depending on your degree type.

- a) If you have NOT submitted any requests, you will automatically be taken to the “Degree Plan” milestone.
 - b) Once you have submitted a request, the system will automatically take you to that open request.
 - c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.
- 3) When you click on the “Proposal” milestone, the system will do a brief check to verify that you do not have any open petitions/requests in the Document Processing Submission System (DPSS).
 - a) If you have any open petitions/requests in DPSS, you will not be able to submit your proposal approval form. Please contact the Grad School Records Processors for any additional information at gradprocessing@tamu.edu or 979-845-3631.

4) On the proposal milestone landing page, the following should be displayed:

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests. ■ Incomplete ■ Complete ■ Selected

Proposal Submission

Instructions

Required Fields:

- Confirm that all members of your committee have been consulted and are ready to approve your Research Proposal.
- Type the tentative Research Proposal title in the text box provided.
- Upload a PDF copy of your Research Proposal:
 - Include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- Review the IRB requirements for the Research Proposal.
- NOTE: Your precommittee advisor will verify if your Research Proposal is in compliance with rules or regulations.

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [AT]
 Admitted Fall 2019 - College Station
 IG - Int'l Graduate
 Catalog Fall 2019 - College Station
 College Arts and Sciences
 Campus College Station
 Major Mathematics
 Major Dept Mathematics

Graduate Committee Members - Doctoral

Faculty Member	Role
Landsberg, Joseph	Chair
Crawford, Victoria G.	Member
Lima-Filho, Paulo	Member
Sottile, Frank	Member

* All committee members have been consulted and have agreed that the Research Proposal is ready for approval.

Tentative Title:

Upload the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.

No file chosen *

Click to Review Research Compliance Requirements ▾

RESEARCH COMPLIANCE

Research activities involving the use of live animals (including euthanasia for tissue harvest), biohazards, or human subjects must be reviewed and approved by the appropriate TAMU regulatory research committee (i.e., IRB, IACUC, IBC) before the activity can commence. This requirement applies to activities conducted at TAMU and to activities conducted at non-TAMU facilities or institutions. In both cases, students are responsible for working with the relevant TAMU research compliance program to ensure and document that all TAMU compliance obligations are met before the study begins. Students are encouraged to reach out to the appropriate compliance office early.

For a list of activities that may require a compliance review, see the [Research Compliance and Integrity Toolkit](#). For a list of activities that require IRB review, see the [HRP SOP 093: Activities that Require IRB Review](#).

For research involving the use of human subjects, please contact IRB@tamu.edu.
 For research involving the use of biohazards, please contact IBC@tamu.edu.
 For research involving the use of animals, please contact animalcompliance@tamu.edu.

This is not an all-inclusive list of all possible required compliance approvals, so please check [Research Compliance and Biosafety](#) for full information.

It is strongly recommended that you complete [TrainTrag course 2112557: Introduction to Research Compliance Requirements](#) and review [Copyright Basics for Graduate and Professional Students](#) before submitting the proposal.

By completing and submitting this form, I certify that all research compliance requirements related to this proposal have been addressed prior to submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety prior to implementation.

5) Be sure to read through the instructions which provide descriptions for each of the following required fields:

- a) Committee Acknowledgement
- b) Tentative Title
- c) File Upload (can only be in PDF format)
- d) Acknowledge research compliance requirements have been completed


6) Once all the above required fields have been entered, click on “Submit for Approval” and the following page should be displayed:

Proposal

Instructions

- To make any changes to your request, select "Update Proposal".
- If at least one approver has approved your proposal, you will not be able to make any updates.
 - To request any changes, please contact your Precommittee advisor, committee Chair, Department, or the Graduate and Professional School.
- If your proposal is returned, you will be able to make the requested changes by selecting "Update Proposal".

Proposal Details

Tentative Title: Graduation, Here I Come
Uploaded File: My Awesome Proposal.pdf 

[Update Proposal](#)

Proposal Approval Comments

Role	Name	Date	Comments
No notes found			

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
MEMBER	Pending	
MEMBER	Pending	
MEMBER	Pending	
CHAIR	Pending	
DEPARTMENT	Pending	
GRAD_SCHOOL	Pending	

Curriculum

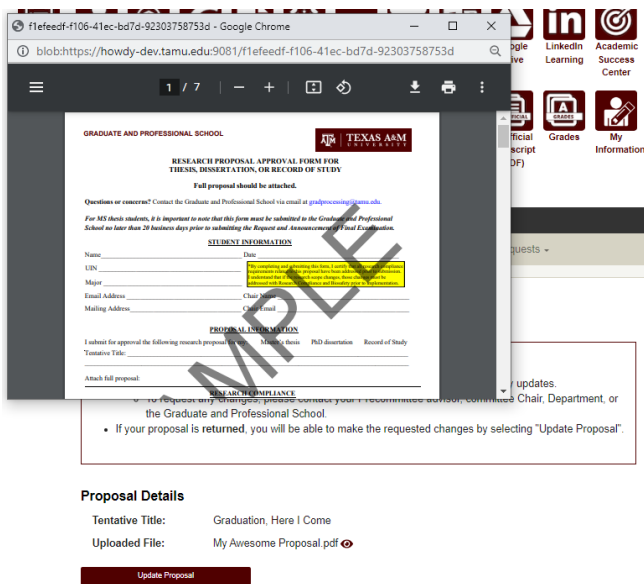
Doctor of Philosophy

Level: Graduate
Program: PHD [EH]
Admitted: Spring 2020 - College Station
GR - Graduate
Catalog: Spring 2020 - College Station
College: School of Education and Human Development
Campus: College Station
Major: Kinesiology
Major Dept: Kinesiology & Sport Management

7) On this landing page, you will be able to track the approval status of your proposal in the “Proposal Approval Status” section and update your proposal as needed (see Update to Proposal section).

NOTE: Once your proposal request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, department, or the Grad School at gradprocessing@tamu.edu.

8) To verify that the correct document is uploaded, select the eye icon to the right of the PDF. After you click on the icon, a pop-up will appear on the screen displaying the document that was uploaded in that section (see below):



Returned Proposal Request

1) During the approval process, if your proposal request is returned for revisions by any approver, you should receive an email notification:

ARCS Research Proposal Request Returned



DoNotReply@tamu.edu
To



TEXAS A&M UNIVERSITY
Graduate and
Professional School

Dear **Alex Student**,

Your research proposal request has been returned. Please review the reason for the request return by going to [My ARCS](#) (this can also be accessed by logging into [Howdy](#) and clicking on the "My ARCS" icon).

For ARCS related questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following [GUIDE](#).

- 2) Click on the "My ARCS" link and after logging in, you should be taken to the ARCS milestones.
 - a. If you are not taken to the ARCS milestones, log into [Howdy](#) and select the "My ARCS" icon at the top of the page.
 - b. The following screen should be displayed, and the "Update Proposal" button should be active:



Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

■ Incomplete ■ Complete ■ Selected

Proposal

Instructions

- To make any changes to your request, select "Update Proposal".
- If at least one approver has approved your proposal, you will not be able to make any updates.
 - To request any changes, please contact your Precommittee advisor, committee Chair, Department, or the Graduate and Professional School.
- If your proposal is returned, you will be able to make the requested changes by selecting "Update Proposal".

Proposal Details

Tentative Title: Graduation, Here I Come

Uploaded File: My Awesome Proposal.pdf

[Update Proposal](#)

Proposal Approval Comments

Role	Date	Comments
PRECOMMITTEE	2/27/2023	Please make the requested changes to your document.

Proposal Approval Status

Role	Status	Date
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Returned	
MEMBER		
MEMBER		
MEMBER		
CHAIR		
DEPARTMENT		
GRAD_SCHOOL		

Curriculum

Doctor of Philosophy

Level Graduate
 Program PHD [EH]
 Admitted Spring 2020 - College Station
 GR - Graduate
 Catalog Spring 2020 - College Station
 College School of Education and Human
 Development
 Campus College Station
 Major Kinesiology
 Major Dept Kinesiology & Sport Management

3) On this page you will have the option to review the reason for the return in the "Proposal Approval Comments" section, and view which approver returned your request. To make corrections to your document, see Update to Proposal section.

Update to Proposal

- 1) If you need to make any changes to your proposal (before it is approved by the pre-committee approver) or your proposal has been **returned** for any requested changes, click on the “Update Proposal” button in the “Proposal Details” section. The following screen should be displayed:

Proposal Update

Instructions

- Please make any necessary changes to the information below.
- NOTE: Comments will be viewable by the student and any approvers.

Tentative Title:

My Awesome Proposal.pdf

Comments:

Characters Remaining: 1000

- 2) You will have the options to update the “Tentative Title”, upload a new document, and/or provide comments as needed.
- 3) Once the relevant information has been updated, select “Update Proposal” to submit changes to your proposal.

NOTE: If you are updating your document because it has been **returned**, the document will be automatically resubmitted to your pre-committee approver for review.

NOTE: If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.

FINAL EXAM (DEFENSE) REQUEST

Student Walk-Through

- 1) To open ARCS, log into [Howdy](#) and select the “My ARCS” icon at the top of the page (see icon below):



- 2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):



NOTE: The milestones may appear differently depending on your degree type.

- 3) The system will automatically take you to the Final Exam (Defense) milestone, and a degree audit will begin, determining your eligibility to schedule the final exam. Please allow time for the audit to process.
 - a) If you have already scheduled your final exam, but have not taken the exam yet, please contact the Grad School at GradARCS@tamu.edu to schedule your final exam in ARCS.
 - b) If you have already passed your final exam, you will be taken to the Thesis/Dissertation/Record of Study milestone. Detailed instructions for completing the Thesis/Dissertation/Record of Study milestone can be found in the [Copyright & Availability Guide](#).
 - c) If the system does not take you directly to the Final Exam milestone, please click on the milestone. If there are any incomplete requirements, a list of what needs to be completed before you can schedule your final exam will be displayed.

NOTE: If for some reason the audit does not begin, or you do not see any milestones, please contact the Grad School at GradARCS@tamu.edu.

4) After the degree audit has been completed, one of two views will be displayed based on your eligibility to schedule the final exam (see below):

Ineligible to Schedule the Final Exam View:



Final Exam Request

You are not eligible to schedule your final exam due to the following reasons

Status	Met?
Preliminary Exam must have been passed within 4 years	No
Degree plan courses must all be completed or currently in progress	No

5) If you are not eligible to schedule your final exam, you will receive the message, “You are not eligible to schedule your final exam due to the following reasons” (see above). In the “Status” section, you will be provided reason(s) that need to be resolved before you can schedule your final exam.

a) To resolve these issues, please contact your department’s pre-committee advisor. If you are unable to contact your pre-committee advisor, please contact the Grad School at gradprocessing@tamu.edu.

Eligible to Schedule the Final Exam View:



Final Exam Request

Instructions

Required Fields:

- Please type the tentative Dissertation title in the text box provided.
- Indicate if you are graduating this semester.
- Confirm that all members of your committee have been consulted on the scheduling of the Final Examination.
- Indicate the date and time (required), as well as the location of the Final Examination (optional; if not complete, your department approver will add this detail).
- Select if you would like your final exam announcement to be public or private. If you have any questions, please consult with your advisor.
- NOTE: Your final exam request must be submitted at least 14 days prior to taking the final exam.

Dissertation Title (Tentative):*

Do you plan on graduating this semester? * Yes No

Graduate Committee Members - Doctoral

Faculty Member	Role
Herbert, Frank	Chair
Adams, Douglas	Member
Asimov, Isaac	Member
Zahn, Timothy	Member

*All committee members have been consulted and have agreed to the following schedule

Schedule Final Examination

Date:*

Time:* : AM

Location:

[Click to add a Graduate Committee Substitution >](#)

Do you want your exam announcement to be public or private? * Public Private

Schedule Final Exam

6) If you are eligible to schedule your final exam, you will be taken to the final exam request screen (see above). Be sure to read through the instructions which provide descriptions for each of the following required fields:

- a) Thesis/Dissertation/Record of Study Title (Tentative) – If applicable
- b) Do you plan on graduating this semester?
- c) All committee members have been consulted and have agreed to the following schedule
- d) Date and Time of the final exam (add location if known)
- e) Do you want your exam announcement to be public or private?
 - i) Selecting “Public” will only add your defense announcement to the Graduate School [website](#).
 - ii) If you select “Public”, an additional window will open (see below):

Do you want your exam announcement to be public or private? Public Private

FERPA Agreement

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I hereby authorize the Graduate and Professional School of Texas A&M University to release the following information identifiable to me which pertains to my approved thesis/dissertation/record of study defense: name, college or interdisciplinary program, department or interdisciplinary program, major or program, degree, committee chair/co-chair name, tentative title of thesis/dissertation/record of study, date/time of defense, and location where defense is scheduled to be held.

I understand that under the Family Educational Rights and Privacy Act of 1974, disclosure of my education records cannot be made without my prior consent unless otherwise provided for, in legal statutes and judicial decisions. This authorization, on which my identity has been appropriately authenticated, serves as my prior consent for the Graduate and Professional School to release the above information publicly. I also understand that I may revoke this consent at any time via written request to the Graduate and Professional School.

By clicking the “agree” button below, you authorize the disclosure of the above information and agree to have this information published publicly online.

NOTE: The public announcement (or any changes to the announcement) will take at least 24hrs before posting to the Graduate and Professional School website (grad.tamu.edu).

I agree*

Schedule Final Exam

- iii) After reading the FERPA statement, select “I agree” to make your final exam announcement public.
- iv) If you have any questions on whether to make your final exam announcement public or private, please contact your advisor.

- 7) Once all the above required information has been entered, click on “Schedule Final Exam”.
- a) A second-degree audit will occur, please allow time for the audit to run.
 - b) If any errors are detected, the fields that need to be corrected will be highlighted.
- 8) If one of your committee members is NOT able to attend your final exam, please discuss with your committee Chair to determine an eligible substitute faculty member. Additionally, if the unavailable committee member is the ONLY outside committee member, you must substitute that individual with an outside faculty member.
- a) Once you have identified an eligible substitute faculty member, use the “Graduate Committee Substitution” option (see below).

Click to add a Graduate Committee Substitution ▼

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Schedule Final Exam

NOTE: Your committee Chair cannot be substituted.

- b) Select which committee member is not able to attend, and then either type in the name of the replacement faculty member or select from the drop-down list of eligible faculty members.
- c) If the substitute faculty member does not show up in the list of eligible faculty, please contact the Grad School at GradARCS@tamu.edu.

9) Once the second audit finishes successfully, you should be taken to a new page (see below):

The screenshot shows a web application interface. At the top is a navigation bar with a hamburger menu icon and the following items: Overview, Personal Information, My Record, Finances, Optional Services, and Links. On the right side of the navigation bar are 'Notifications | Holds' and 'Workflows'. Below the navigation bar is a horizontal progress bar with seven circular steps: Degree Plan, Preliminary Exam, Proposal, Residency, Candidacy, Final Exam (highlighted in dark red), and Dissertation. Below the progress bar is the section header 'Final Exam Request'. Under this header is the 'Exam Details' section with the following information: Dissertation Title: Testing Everything Standard Test, Exam Date: 1/31/2022, Exam Time: 09:00 AM, and Location: Testing Town. Below the exam details is a dark red button labeled 'Change Exam'. Underneath is the 'Workflow Status' section, which contains a table with the following data:

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/6/2022
PRECOMMITTEE	Review	1/6/2022
CHAIR	Pending	1/6/2022
DEPARTMENT	Pending	1/6/2022
GRAD_SCHOOL	Pending	1/6/2022

10) On this landing page, you will be able to track the approval status of your final exam in the “Workflow Status” section and make changes to the final exam request (see Changes to the Final Exam Request).

NOTE: Once your final exam request receives approval from your department’s pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, or the Grad School at gradprocessing@tamu.edu.

Changes to the Final Exam Request

1) If changes are needed for the final exam request, select the “Change Exam” button in the “Exam Details” section (see below):

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test

Exam Date: 1/31/2022

Exam Time: 09:00 AM

Location: Testing Town

Change Exam

2) When you select “Change Exam”, the following section should be displayed (please be sure to read through the instructions section):

Instructions

- Please make any necessary changes to the information below.
- NOTE: Once your request has been approved by any reviewer, changes can only be made by contacting your committee Chair, Department, or the Graduate and Professional School.

Change Requested

Title:

Do you plan on graduating this semester? Yes No

Date:

Time: : AM

Location:

Graduate Committee Substitution

Only one advisory committee substitution is allowed for the final examination. If you would like to specify a substitute, please do so below:

is unable to attend, and will be substituted by

Do you want your exam announcement to be public or private? Public Private

Additional Comments:

Change Final Exam

Back

- 3) Once you have made any necessary changes, select “Change Final Exam” to submit changes to your final exam request.
 - a) Another degree audit will run to verify any changes made to the final exam request.
 - b) Reminder: Once your final exam request receives approval from the department’s pre-committee approver, you will no longer be able to make changes to the request yourself.
 - c) If further changes are needed, please contact your department pre-committee advisor, Committee Chair, or the Grad School at gradprocessing@tamu.edu.

11) Once you receive approval from the department’s pre-committee approver, your final exam request landing page will change (see below):

Overview Personal Information - My Record - Finances - Optional Services - Links - Notifications | Holds Workflows -

Degree Plan — Preliminary Exam — Proposal — Residency — Candidacy — **Final Exam** — Dissertation

Final Exam Request

Exam Details

Dissertation Title: Testing Everything Standard Test

Exam Date: 1/31/2022

Exam Time: 10:00 AM

Location: Testing Town

[Change Exam](#)

At least one approver has approved your final exam request. Please contact your committee Chair, Department, or the Graduate and Professional School to request any changes.

Workflow Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/11/2022
PRECOMMITTEE	Approved	1/11/2022
CHAIR	Review	1/11/2022
DEPARTMENT	Pending	1/11/2022
GRAD_SCHOOL	Pending	1/11/2022

COPYRIGHT AND AVAILABILITY

Student Walk-Through

1) To open ARCS, log into Howdy and select the “My ARCS” icon at the top of the page (see icon below):



2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

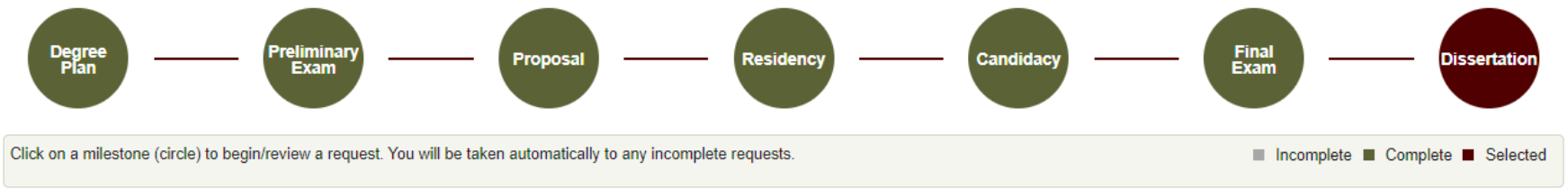


NOTE: The milestones may appear differently depending on your degree type.

- 3) If you have scheduled your final exam (have an approved final exam request), you will be able to submit the Copyright and Availability (C&A) form prior to taking the final exam.
 - a) To complete the C&A form, click on the Thesis/Dissertation/Record of Study milestone.
 - b) If you have passed your final exam, the system will automatically take you to the Thesis/Dissertation/Record of Study milestone.

NOTE: If you have not passed your final exam or had your Copyright and Availability (C&A) form approved by your Chair, you will NOT be able to submit the Thesis/Dissertation/Record of Study Approval Form.

4) On the Thesis/Dissertation/Record of Study milestone, follow the instructions (see below):



Dissertation

Instructions

For the Thesis milestone, the following are required:

1. Complete and submit the Copyright and Availability Form (Committee Chair approval of request required)
2. Once you have passed your final exam and completed the step above, you will have access to:
 - Submit your Thesis to Vireo (etd.tamu.edu)
 - Begin submission of the Thesis Approval Form
3. Upload your Thesis to Vireo
4. Complete and submit the Thesis Approval Form

NOTE: For questions about submission deadlines for Vireo and graduation, please visit grad.tamu.edu

Copyright and Availability Form

Please consult with your committee Chair on the Copyright and Availability form, and then complete and submit the form.

Begin Submission

Dissertation Approval Form

Begin Submission

5) To begin submitting your Copyright and Availability Form, select “Begin Submission”.

6) After selecting “Begin Submission”, the following screen should appear:

Copyright and Availability

Please consult with your committee chair on the Copyright and Availability form, required for clearance by Thesis & Dissertation Services (thesis@tam.u.edu).

Copyright and Availability

TAMU Copyright Agreement

I certify that the version I submitted is the same as that approved by my advisory committee.

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 thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known.

FERPA. To the extent this thesis, dissertation, or record of study 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 thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

Acknowledge TAMU Copyright Agreement*

Acknowledgement of Content Statement

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the Electronic Theses and Dissertations (ETD) are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional/personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.

Acknowledge Content Statement*

Student Availability and Copyright Agreement

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

Acknowledge Student Availability and Copyright Agreement*

7) Read through the “TAMU Copyright Agreement”, “Acknowledgement of Content Statement”, and “Student Availability and Copyright Agreement” sections.

a) After reading the information provided, click the required boxes located to the left of the acknowledgement.

8) For the final section, select which availability option you would like for your manuscript (see below):

Availability Options (select one)

How to choose an availability option >

Please select one of the following options: *

- (Immediate Release)*
Release the ETD immediately for worldwide access on the Internet.
- (Document Only Hold - Usually for future publication purposes)*
Restrict access to the ETD document for two years then release the ETD for worldwide access on the Internet.
(Metadata, including abstract, will be available during the embargo period).
Please explain below.
- (Full Record Hold - Usually for patent considerations)*
Restrict all access to the ETD for two years and then release the ETD for worldwide access on the Internet.
Please explain below.

Submit Request

Back

Dissertation

Submit

9) If you need help with the availability options, select “How to choose an availability option” (see below):

Availability Options (select one)

How to choose an availability option ▼

Texas A&M University
Electronic Theses and Dissertations (ETD)
How to Choose an Availability Option

Texas A&M University's Policy
All Texas A&M University Electronic Theses/Dissertations (ETDs) will be made available immediately after graduation worldwide on the Internet via Texas A&M University Libraries. Availability may be delayed temporarily for circumstances such as patent consideration, compliance with research contractual terms, publication issues, etc.

What comprises an ETD record?
An ETD record includes several elements, as noted below:
Metadata – Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, committee, keywords, etc.
Document – The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought – generally a single PDF file.
Supplemental files – Files which accompany the ETD document, are intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).
License files – Files which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain, limited rights for use.
Administrative files – Files provided to the Graduate and Professional School for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Written Thesis/Dissertation Approval Form, Copyright & Availability Form, etc.). These files are not made available to the public along with the ETD record.

What is a “Full Record Hold,” and when would I choose it?
Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk) to comply with research contractual terms or patent considerations requires the “Full Record Hold.” The ETD record (not including administrative files) will be released immediately two years after the graduation date unless an extension is requested and approved.

What is a “Document Only Hold” and when would I choose it?
If you are submitting material to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), select the “Document Only Hold.” The ETD metadata will be made available for open access immediately following graduation via the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period. The ETD document and supplemental files will be released immediately after two years unless an extension is requested and approved.

How do I extend a hold?
A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis.

Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. Please complete and submit the “Request for Extension of Thesis/Dissertation Hold” form found at grad.tamu.edu.

For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at thesis@tamu.edu or 979-845-3631.

Please select one of the following options: *

10) Select your availability option and then click on "Submit Request" (see below).

- a) If you select to place a "Document Only Hold" or "Full Record Hold" on your Thesis/Dissertation/Record of Study, a reason is required for the hold.
- b) Please consult with your advisor if you are uncertain which option to select or what explanation to provide.

Availability Options (select one)

How to choose an availability option >

Please select one of the following options:

- (Immediate Release)*
Release the ETD immediately for worldwide access on the Internet.
- (Document Only Hold - Usually for future publication purposes)*
Restrict access to the ETD document for two years then release the ETD for worldwide access on the Internet.
(Metadata, including abstract, will be available during the embargo period).
Please explain below.
- (Full Record Hold - Usually for patent considerations)*
Restrict all access to the ETD for two years and then release the ETD for worldwide access on the Internet.
Please explain below.

Explanation required.

Submit Request

Back

11) You will be able to track the approval status of your form in the “Copyright Approval Status” section (see below):



Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests. ■ Incomplete ■ Complete ■ Selected

Dissertation

Instructions

For the Thesis milestone, the following are required:

1. Complete and submit the Copyright and Availability Form (Committee Chair approval of request required)
2. Once you have passed your final exam and completed the step above, you will have access to:
 - o Submit your Thesis to Vireo (etd.tamu.edu)
 - o Begin submission of the Thesis Approval Form
3. Upload your Thesis to Vireo
4. Complete and submit the Thesis Approval Form

NOTE: For questions about submission deadlines for Vireo and graduation, please visit grad.tamu.edu

Copyright and Availability Form

[View submission >](#)

Copyright Approval Status

Role	Name	Status	Date
SUBMITTER	Student, Alex	Submitted	6/14/2023
CHAIR		Review	
GRAD_SCHOOL_TDS		Pending	

Dissertation Approval Form

[Begin Submission](#)

12) Once you have passed your final exam and receive approval from your Chair for the C&A form, you will be able to submit your Thesis/Dissertation/Record of Study Approval Form. Instructions for completing the Thesis/Dissertation/Record of Study Approval Form can be found in the [Manuscript Guide](#).

NOTE: If you are unable to submit your C&A for approval or do not see anything on the Thesis/Dissertation/Record of Study milestone page, please contact the Grad School at GradARCS@tamu.edu.

THESIS/DISSERTATION/RECORD OF STUDY APPROVAL FORM

Student Walk-Through

1) To open ARCS, log into [Howdy](#) and select the “My ARCS” icon at the top of the page (see icon below):



2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):



NOTE: The milestones may appear differently depending on your degree type.

- a) If you have NOT completed your final exam (defense), but have an approved final exam request, you will be automatically taken to the Final Exam milestone. However, you can still click on the Thesis/Dissertation/Record of Study milestone. NOTE: You can complete the Copyright and Availability form. However, you cannot submit the Thesis/Dissertation/Record of Study approval form until the final exam is passed.
- b) The system will automatically take you to the Thesis/Dissertation/Record of Study milestone once you have passed your final exam.
- c) If the system does not take you directly to the Thesis/Dissertation/Record of Study milestone after passing your final exam or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

NOTE: Your completed Thesis/Dissertation/Record of Study needs to be uploaded to Vireo **BEFORE** you submit the Thesis/Dissertation/Record of Study approval form.

3) On the Thesis/Dissertation/Record of Study milestone landing page, the following should be displayed:



Dissertation

Instructions

For the Dissertation milestone, the following are required:

1. Complete the AAUDE and SED surveys and upload the completion certificates (grad.tamu.edu)
2. Complete and submit the Copyright and Availability Form (Committee Chair approval of request required)
3. Once you have passed your final exam and completed the steps above, you will have access to:
 - Submit your Dissertation to Vireo (etd.tamu.edu)
 - Begin submission of the Dissertation Approval Form
4. Upload your Dissertation to Vireo
5. Complete and submit the Dissertation Approval Form

NOTE: For questions about submission deadlines for Vireo and graduation, please visit grad.tamu.edu

Copyright and Availability Form

Please consult with your committee Chair on the Copyright and Availability form, and then complete and submit the form.

Begin Submission

Dissertation Approval Form

Begin Submission

NOTE: If you have not had your Copyright and Availability (C&A) form approved by your Chair, you will NOT be able to submit the Thesis/Dissertation/Record of Study Approval Form. Detailed instructions for completing the surveys and C&A form can be found in the [C&A Guide](#).

4) After receiving approval for your Copyright and Availability Form from your Chair, you will have the option to click on “Begin Submission” in the Thesis/Dissertation/Record of Study Approval Form section. The following screen should then be displayed:

Dissertation Approval Form

Instructions

- Enter the title of the document submitted to Vireo (if different from below).
- Your document should be uploaded to Vireo (etd.tamu.edu) prior to submitting this form for approval.

Title:

Testing Everything Standard Test

Graduation Term:



*I hereby acknowledge that I have uploaded my Thesis/Dissertation/Record of Study to Vireo

Submit

Back

- 5) Be sure to read through the provided instructions.
 - a) Verify the title of your Thesis/Dissertation/Record of Study matches the title of the document submitted to Vireo.
 - b) A graduation term may be selected but is not required.
 - c) Acknowledge that you have uploaded your Thesis/Dissertation/Record of Study in Vireo.
 - d) Click "Submit" to begin the Thesis/Dissertation/Record of Study approval process.

6) After submitting the Thesis/Dissertation/Record of Study approval form, you will see a pop-up in the right-hand corner verifying submission (see below):



7) After full committee approval, your manuscript will then need to be approved by your Department and Thesis & Dissertation Services (GRAD_SCHOOL_TDS). You will be able to track the approval status of your manuscript (see below):

Dissertation

[View Details >](#)

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/13/2022
DEPARTMENT	Review	1/13/2022
GRAD_SCHOOL_TDS	Pending	1/13/2022

NOTE: Any edits to your Thesis/Dissertation/Record of Study will need to be completed and approved in Vireo before you receive final approval from GRAD_SCHOOL_TDS.

8) Once all parties have approved the manuscript, you will see the results in the “Manuscript Results” section (see below):

Dissertation

[View Details >](#)

Manuscript Approval Status

Approver Role	Approval Status	Date
SUBMITTER	Submitted	1/13/2022
DEPARTMENT	Approved	1/13/2022
GRAD_SCHOOL_TDS	Approved	1/13/2022

Manuscript Results

Manuscript: Approved

NOTE: If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.