

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 Dissertation/Record of Study milestone, the following are required:

1. Complete the [AAUDE](#) and [SED](#) surveys and upload the completion certificates/screenshots.
 - For the SED survey, you will receive a certificate to upload.
 - For the AAUDE survey, you will receive a confirmation email. Please upload a PDF of this email or a screenshot of the email.
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 step above, you will have access to:
 - Submit your Dissertation/Record of Study to Vireo (etd.tamu.edu)
 - Begin submission of the Dissertation/Record of Study Approval Form
4. Upload your Dissertation/Record of Study to Vireo
5. Complete and submit the Dissertation/Record of Study Approval Form

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

AAUDE and SED Surveys

Complete the [AAUDE](#) and [SED](#) surveys and upload the survey certificates to help us improve our graduate programs. For more information on the surveys, please visit the Graduate School [website](#).

NOTE: To replace the survey uploaded, select "Upload AAUDE Certificate" or "Upload SED Certificate" and select the correct PDF file to upload.

Upload AAUDE Certificate

Upload SED Certificate

My Awesome Proposal.pdf 

My Awesome Proposal.pdf 

Copyright and Availability Form

[View submission](#) 

Copyright Approval Status

Role	Name	Status	Date
SUBMITTER	Sarver, Isaac A.	Submitted	9/5/2023
CHAIR		Review	
GRAD_SCHOOL_TDS		Pending	

Dissertation Approval Form

[Begin Submission](#)

- 5) Upload the AAUDE Confirmation Email and the SED Certificate to the appropriate links.

- 6) After you have uploaded the survey completion documents, begin submitting your Copyright and Availability Form, by selecting “Begin Submission”.

- 7) 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@tamu.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*

- 8) 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.

9) 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

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Dissertation

Submit

10) 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: *

11) 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

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12) 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](#)

13) 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.