

Committee Chair's Guide to Approving a Thesis or Dissertation Electronically Using Vireo

Students have the option to submit their thesis or dissertation on-line using Vireo. Vireo is the preferred method of submitting because this method is vastly more convenient for students since they do not have to visit the Graduate College during the review process and this method saves money since the student is not required to submit paper copies to Alkek Library. However, the Graduate College will still accept hard-copies as a submission option. If the hard-copy option is selected, the student is required to submit one print copy, on archival quality paper, of the final thesis or dissertation to Alkek Library.

With the Vireo system, the thesis/dissertation submission and review process are completed entirely on-line. However, the Library will create a print copy for their circulating collection and a print and microfilm copy for the University Archives even if an embargo is placed on the thesis/dissertation.

Students submitting in Vireo are not required to submit a paper copy to the Library. However, a student has the option of taking one or more printed copies to the Circulation Desk of Alkek Library to be bound for personal use. Some programs require the student deposit a hard copy with the department. If your program has such a requirement, the student will need to provide the department with a bound copy. If the student will be making copies for personal use or to satisfy a program requirement, the student will pay the binding fee at the Circulation Desk of Alkek Library for these copies.

As Chair of the thesis/dissertation committee, you will receive email notification when the student submits to the Graduate College and when the thesis/dissertation is approved by the Graduate College. The student will need your Texas State email address to provide in the Vireo system.

The Master's Comprehensive Examination Form or Defense of the Dissertation form must still be submitted as a signed paper copy to the Graduate College by the posted deadline.

Instructions for graduate students on the submission and approval process using Vireo are available in the Graduate College Guide to Preparing and Submitting a Thesis or Dissertation at http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf.

Prior to beginning the submission process you and the student should do the following:

- Discuss the embargo options (see below) and decide the option to select.
- Select several key words.
- Make sure the student has your Texas State email address.

On-line Committee Chair's Approval Process:

Once your graduate student submits his/her thesis or dissertation in Vireo you will receive an email notification similar to the example below.

Dear Committee Chair:

You are receiving this message because Paula S Williamson has submitted a Master's Thesis entitled Pollinators and pollen dispersal in star cactus to the Graduate College for review. As chair of the Master's Thesis committee we ask you to confirm that the Master's Thesis submitted has been approved by you and the other committee members. We also ask you to approve the release option the student selected. You may view the student's submission at <http://labs.tdl.org/txstate-etd/vireo/review?t=f273eb8bca71c1cb36d1f9f66fd69ea3>. You do not need to reply to this message. Your approval can be noted, along with any necessary comments or information, at the web address listed above. Once your approval is provided, the Graduate College will proceed with reviewing the student's Master's Thesis.

The Graduate College

The email message will direct you to the Advisor's URL. The URLs shown in the screenshots are examples only and will not be the same as the URL you will receive.

When you click on the URL in the email message you will see the screen below:

Enter your Texas State Username and Password. In the next screen, select Texas State Authenticated Access to enter the site for the approval process.



THESIS & DISSERTATION
SUBMITTAL SYSTEM

Please select an authentication method

Please select one of the available authentication methods.

- Vireo Account Users who are not able to use other options should select this option to login with Vireo account.
- Texas State Authenticated Access Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.

You will see the following information entered by the student.

Review Application

About You

Name: Hazzard, Jeanne

Email: jh201@txstate.edu

Permanent Phone: 512-245-1776

Permanent Address: 1060 W. Addison St. Chicago, IL 60613

Permanent Email: jh201@txstate.edu

Current Phone:

Current Address:

Academic Affiliation

School: Texas State University
College: Health Professions
Department: Biology
Degree: Master of Arts
Major: Athletic Training

Document Information

Title: Test Thesis Eleventy Trillion
Degree Date: August 2017
Defense Date(optional):
Document Type: Thesis
Abstract: abstract
Keywords: one, two, three
Subjects: Agriculture, Forestry and Wildlife
Anthropology, Cultural
Agriculture, Agronomy
Language:
Your Committee: Taylor, Liane (*Chair*)
Your Committee: Larrison, Stephanie (*Co-Chair*)
Your Committee: Diaz, Robyn (*Advisor*)
Chair's Contact Email: jh201@txstate.edu
Previously Published Material: No
UMI Publication (for PhDs only): No

Embargo Options

	Embargo Options: <i>(selected)</i>	None - The work will be published after approval.
	Alternative Options: <i>(not selected)</i>	One year embargo - The work will be delayed for publication by one year. Two year embargo - The work will be delayed for publication by two years. Special Request - If you check this box, the Chair of your committee must submit an email to Dr. Williamson, Associate Dean of the Graduate College, at pw04@txstate.edu indicating the delay time period requested and providing justification for that time period.

Note the embargo period selected above.

If the embargo period listed is None, the work will be posted to Digital Collections without delay.

The options to delay posting are as follows:

One year embargo – The work will be delayed for publication by one year.

Two year embargo – The work will be delayed for publication by two years.

Special Request – if the student selects this option, you as the Chair of the committee must submit an email to Dr. Paula Williamson, Associate Dean of the Graduate College, at pw04@txstate.edu indicating the delay time period requested and providing justification for that time period. Permanent embargos are allowable if justified.

In the next section you can view or download the thesis/dissertation the student submitted by clicking on Manuscript in PDF.

Uploaded Files

Manuscript in PDF: [HAZZARD-THESIS-2017.pdf \(304 KB\)](#)

Additional Documents: *No additional documents uploaded*

The next section displays the record of activity of the student's submission along with pertinent comments from the Graduate College. Any comments you make in this approval process will be added to the Application Activity section.

Application Activity

Name	Action	Time
Stephanie A Larrison	Email sent to committee chair by Stephanie A Larrison. (Approval reset)	14 Jun 2010; 5:03 PM
Stephanie A Larrison	Confirmation email sent to student at sj24@txstate.edu	14 Jun 2010; 5:03 PM
Stephanie A Larrison	Initial submission on Mon Jun 14 17:03:03 CDT 2010 by Stephanie A Larrison	14 Jun 2010; 5:03 PM
Stephanie A Larrison	Submission status changed 'Submitted' by Stephanie A Larrison	14 Jun 2010; 5:03 PM
Stephanie A Larrison	Primary file 'Poster.pdf' added by Stephanie A Larrison; Poster.pdf (0.57MB)	14 Jun 2010; 5:03 PM

In the next section you are asked to approve the embargo period the student selected and verify that the thesis/dissertation submitted has been approved by you and the other committee members. You may also add comments here. For example, if you do not approve the embargo period the student selected you can specify a different embargo period.

Approval

- Approve Embargo:**
- I approve of the embargo selection.
 - I reject the embargo selection. *(Please leave a comment explaining why below)*

- Approve Application:**
- I approve this application.
 - I reject this application. *(Please leave a comment explaining why below)*

Comments:

Submit

When you click submit, you have completed the approval process. Scroll back to the top of the screen.

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

To exit the system, simply close the browser. There is no log out button.

Once you complete the approval process, the Graduate College will proceed with reviewing the student's thesis/dissertation. It is very important that you complete the approval process in a timely manner to ensure there will be sufficient time for the student to complete the review process with the Graduate College and meet the deadlines for graduation. If you have any questions about the approval process, please contact Paula Williamson in the Graduate College at 245-6292 or pw04@txstate.edu.