THESIS/DISSERTATION GUIDE: FOCUS ON VIREO SUBMISSION

by

The Graduate College of Texas State University

Effective for the 2025-26 Academic Year

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TABLE OF CONTENTS

Page

CHAPTER

I. SUBMITTING THE THESIS/DISSERTATION

Submission to The Graduate College for Review

Prior to submitting your thesis/dissertation to The Graduate College, the [Thesis Submission Approval Form](#) or [Dissertation Submission Approval Form](#) must be submitted. Electronic form copies are required and should be emailed to gcdegspcl@txstate.edu for processing. The form should be submitted after the final thesis/dissertation defense, but before students electronically submit their documents in Vireo for The Graduate College to review. All other required forms must also be approved and on file before the thesis/dissertation can be reviewed. For master's students this includes the [Master's Thesis Proposal](#) and for doctoral students this includes forms [A-F](#).

The approval forms must have all appropriate signatures. Incomplete forms cannot be processed and will cause delays in review of the thesis/dissertation. In addition to original, wet, signatures, the following methods of signing are also acceptable:

- electronically signing the form using the university's licensed signature platform (which is currently Adobe).

- signing, scanning, and emailing the form

- notifying the department in an email from their university's or institution's email account that a committee or department representative can sign the form on their behalf

If this process results in more than one document with signatures, all documents must be submitted to The Graduate College together. Each document must have the student's information included.

The student must then submit the final thesis/dissertation, both defended and approved by the committee, to The Graduate College for review by the [posted deadlines](#). While it is to the

student's advantage to submit their theses/dissertations as early as possible, it is ultimately the student's responsibility to meet the deadlines posted on The Graduate College website.

Students are also responsible for ensuring that their theses/dissertations are formatted in accordance with the Formatting Guide and thoroughly proofread before submitting to The Graduate College. Theses/dissertations submitted to The Graduate College with numerous errors will be returned to the student to reformat and resubmit. Students asked to resubmit will not be granted extensions to the posted deadlines. The Graduate College does not provide thesis/dissertation proofreading or formatting services. Please review the Formatting Guide.

Once the thesis/dissertation is submitted in Vireo, there can be no revision to the document other than any formatting and editorial revisions required by The Graduate College. Committees may not request additional revisions to the documents, and students may not make any revisions of their own after the thesis/dissertation has been submitted in Vireo. Any additions or deletions of material outside of required formatting will be marked by the reviewers for removal or replacement.

II. VIREO ONLINE SUBMISSION AND THE UNIVERSITY LIBRARIES

Vireo

All theses and dissertations are submitted through Vireo, the university's electronic thesis/dissertation deposit platform. The Vireo system is accessible 24/7 and the University Libraries directly harvests approved documents from this system for their online repository. Please note that individual graduate programs may require students to submit a paper or electronic copy to the department, but a hard copy submission is not required or permitted for The Graduate College's review. Additionally, while the Vireo system is accessible 24/7, theses and dissertations are due by 5:00 p.m. on the deadline date.

After students initiate a submission in Vireo, they upload their documents in PDF form. Instructions to the online submission and review process using Vireo are included in this document and in the Formatting Guide.

Following submission, the thesis/dissertation is reviewed by The Graduate College. Students should actively monitor their Texas State email accounts until the document is approved by The Graduate College. If revisions are required, students and committee chairs are notified to their Texas State email about revisions and given a link to access the revisions document. Students should then make the revisions to the original document and upload the revised document to Vireo as a PDF. The Graduate College staff will verify the revisions have been made. If more revisions are required, another email is sent to students and committee chairs. This process will continue until all revisions required by The Graduate College are made. Once the revision process has been completed, The Graduate College will approve the thesis/dissertation and send correspondence via email to students and committee chairs regarding approval. Upon approval, the Graduate College releases the electronic document to the

University Libraries, and the library will upload the document to the [University Scholarship repository](#) based on the embargo option chosen in Vireo.

Additional Requirements for Dissertation Students: ProQuest Submission

All dissertations and their abstracts are required to be submitted to ProQuest for inclusion in the ProQuest Dissertations & Theses database and Dissertation Abstracts International. If a one- or two-year embargo is selected, only the abstract will be displayed in the databases until the embargo period has expired. Dissertations with an embargo longer than 2 years will not be included in the ProQuest databases. The ProQuest submission process is included in Vireo, so students are not required to submit additional documentation to ProQuest directly.

Library Preservation Practices and Embargos for Theses/Dissertations

Documents in the University Scholarship repository are duplicated in long-term distributed digital preservation in Chronopolis. This preservation copy serves as the official record in compliance with the university's Records Retention Schedule (records series SAP340).

With the exception of Creative Writing theses, no print copies of theses/dissertations will be made for the library's circulating collection.

If there is no embargo in effect, theses/dissertations will be publicly accessible, and cataloged by University Libraries as part of the permanent collection. The metadata and permanent link assigned to the documents will be indexed by search engines and discoverable worldwide.

Embargo options in Vireo indicate the length of delay before a document appears in the University Scholarship collection after it is processed by the library. Processing normally occurs after the end of each semester.

During submission, students will select from one of the following embargo options:

None – The work will be included in the University Scholarship repository after approval.

One year embargo – The work will be delayed for inclusion in the University Scholarship repository for one year. (*This embargo is appropriate if the author intends to publish an article in a scholarly journal and the article is based on the work in your thesis or dissertation.*)

Two-year embargo – The work will be delayed for inclusion in the University Scholarship repository for two years. (*This embargo is appropriate if the author intends to publish an article in a scholarly journal and the article is based on the work in your thesis or dissertation.*)

Five-year embargo – The work will be delayed for inclusion in the University Scholarship repository for five years. (*A five-year embargo is appropriate if the author intends to publish a scholarly book based on the work in your thesis or dissertation. Dissertations with a five-year embargo will not be submitted to ProQuest.*)

Creative Writing embargo – This embargo applies only to Creative Writing majors and Master of Fine Arts degree.

IDP embargo – This embargo applies to Inventions, Discoveries, Patents, research with non-disclosure agreements, or documents with confidential and sensitive material. Please contact copyrightoffice@txstate.edu to make arrangements for how the manuscript must be handled.

Privacy Hold – If you have a privacy hold in place at the university, please select this option.

Extensions are available and appropriate if the publishing process is taking longer than the time of the selected embargo. The extension request must be made by the author before the initial embargo ends but at least 30 days and no more than 6 months before the embargo expires. Extensions are for two years and can be requested no more than two times. Contact the University Libraries for assistance or fill out the form. The University Libraries does not notify authors when an embargo period is ending.

III. CONVERSION TO PDF

PDF is the required format for electronic online submission. It is viewable and printable on any platform, and it preserves fonts, formatting, and graphics of source documents. The primary document of the thesis/dissertation must be in PDF, however supplementary materials in various formats are allowed. Refer to the end of this section for additional details.

If the electronic thesis/dissertation consists of multiple text documents, it is best to consolidate them into one document and convert the consolidated file to a PDF. If complex digital objects (digital video/audio, 3-dimensional multimedia) are to be included they may be submitted separately as Supplementary Materials.

Conversion Tools

Regardless of the conversion tool chosen, the following criteria must be met to create a compliant PDF/A document, suitable for preservation and archiving:

- Embed all fonts.

- Make sure there is no password protection on the PDF.

- Ensure that security settings allow printing.

PDF Conversion for PC Users

The preferred method of converting is to use the PDF conversion tool included in Microsoft Office for PCs, because this is the most prevalent software on campus.

To save a Word document as a PDF/A file, click on File and point the arrow to Export. By default, Create PDF/XPS Document should be selected under Export. Click on the Create PDF/XPS icon. In the next window, check that Save as type is set to PDF. Choose Optimize for Standard (publishing online and printing), click on Options, check the box next to PDF/A

compliant. Make sure the Page range is set to All, then click OK. This setting ensures that all conversion criteria are met.

PDF Conversion for Mac Users

Mac users must use Adobe Acrobat Pro to convert a text document into PDF/A file. This software is available at all computer labs on campus. To save a document as a PDF/A file simply click on File, point to the arrow next to Save as other, and choose Archivable PDF (PDF/A).

To save a WordPerfect document as a PDF/A file simply click on File, then Publish to PDF. From drop down PDF style menu choose PDF/A-1a-Level A compliance and Save. This setting ensures that all conversion criteria are met.

Make Sure to Check the Final PDF

Regardless of which conversion tool is chosen, make sure the final PDF document has been checked before it is submitted. <u>Do not assume that if the final Word or other file looks fine, the PDF will be fine.</u> Look at charts, graphs, and any graphics files that were imported into the document and look for correct conversions of fonts and diacritical marks such as accents.

Supplementary Materials

Supplementary materials may consist of any additional resources that could be used to support a thesis/dissertation. This material includes, but is not limited to, complex digital objects such as images, video, and audio. If supplementary materials are submitted with the thesis/dissertation, please include a list of these materials within the Appendix Section in the document.

Supplementary materials may be uploaded in Vireo to accompany the thesis/dissertation. Long-term preservation and accessibility of the supplementary material may be subject to change due to changing technologies. Choosing standard and commonly used formats will increase the

likelihood of successful migration to future technologies. Refer to the Research and Scholarship Repository page on submission information for the most recent list of acceptable file formats and accessibility requirements. Students are also welcomed to submit supplementary material in their original format if the standard formats do not provide the best representation of their work. The standard format copy may be retained as an archival copy, while the student's preferred format will be the accessible copy.

Technical Support

For general technical support please contact the Texas State IT Assistance Center (ITAC). ITAC is available via phone and LiveChat 24 hours a day/7 days a week. Contact information can be found on the ITAC website.

For Vireo technical assistance, contact Stephanie Towery, Librarian, at sst25@txstate.eud or 512.245.8613.

There are computer workstations available for use by students, faculty and staff on both the Round Rock and San Marcos campuses in the libraries and other campus buildings. For information about locations, hours, available software and specialized workstations, please see University Libraries page on Computers & Printing.

IV. VIREO ONLINE SUBMISSION INSTRUCTIONS

With the Vireo system, the thesis/dissertation submission and review processes are completed entirely online. The submission process is a five-step process. Instructions for each of the five steps are provided below. The student will be notified by email once the submission is complete and received by The Graduate College. After The Graduate College reviews a thesis/dissertation, the student and committee chair are notified by email if revisions are required or if the document is approved. All email correspondence in Vireo is sent to Texas State University email accounts, so it is very important that those accounts are regularly checked once a thesis/dissertation has been submitted to The Graduate College for review. Instructions to complete the revision process are included below.

Students submitting in Vireo are not required to submit paper copies to the Library. Likewise, **the Library does not provide binding services**. Some programs require the student deposit a hard copy with the department, so students should check with their departments regarding bound copies of theses/dissertations. The student is responsible for paying all binding fees for personal and departmental copies.

Prior to beginning the submission process in Vireo, the student should do the following:

☐ Convert the thesis/dissertation to a PDF (see previous section).

☐ Discuss embargo options with the Chair of the committee and decide the best option to select for the document. All MFA Creative Writing theses will have a permanent embargo, regardless of what embargo option is selected in Vireo.

☐ Select several key words to enter into Vireo for searchability.

☐ Gather the Texas State email address(es) of the committee chair(s). These will be entered into the Vireo system, as the committee chair is requested to approve the document submission and embargo.

Please contact the Graduate Degree Audit Specialist team at gcdegspcl@txstate.edu with any questions regarding thesis/dissertation submission in Vireo. If any of the student's information needs to be changed in Vireo, students should complete their submissions, and contact the Degree Audit Specialists for correction.
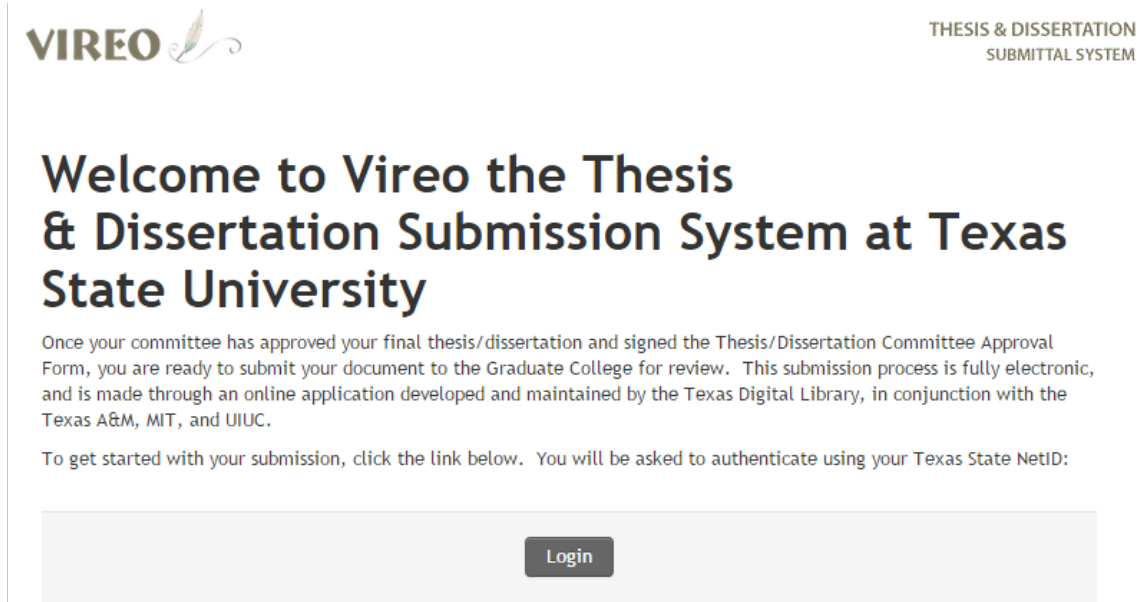
Link to Vireo and Instructions

Although other browsers may be used, the system works best with Google Chrome. Please clear the cache and cookies before opening the browser of choice. Students should only log in to Vireo when ready to submit a defended and committee-approved thesis/dissertation to The Graduate College for review. Logging in and creating a partial submission prior to uploading a thesis/dissertation will result in immediate deletion of the submission.

Instructions for Submission

Welcome Screen and Verifying Information

This is the welcome screen for <u>Vireo</u> (shown in the figure below).
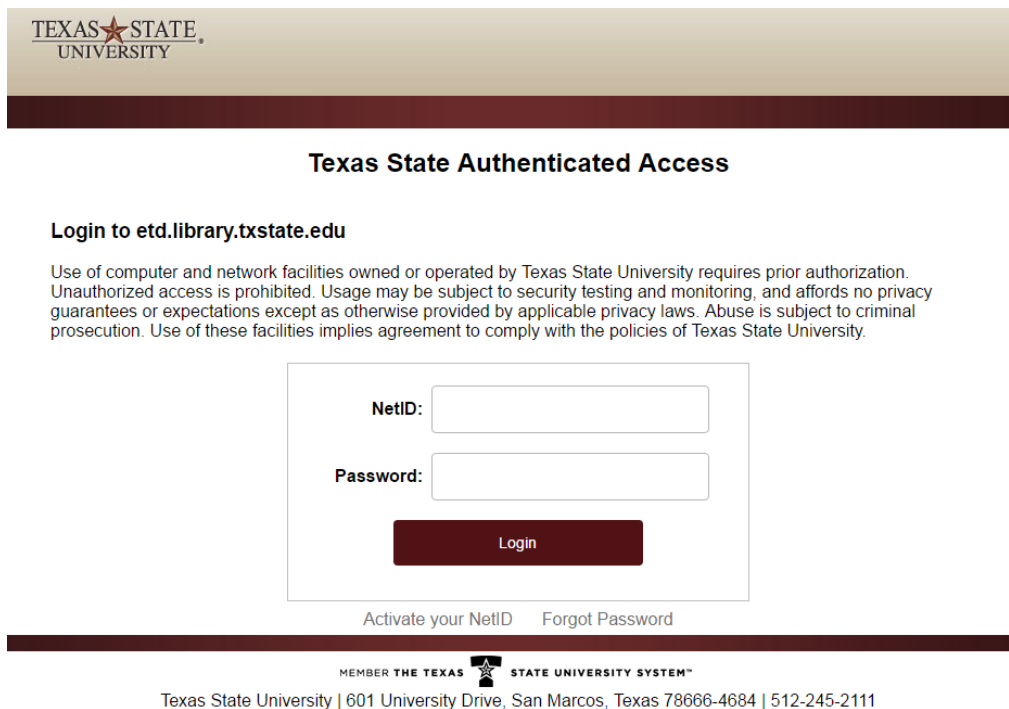
Click on the "Login" button. A login screen will appear. Here, a student enters their Texas State NetID and password.

Texas State uses "two-step authentication" for several of its login procedures, including Vireo. After the student enters their NetID and Password as shown in the login screen image above, the following screen will appear:
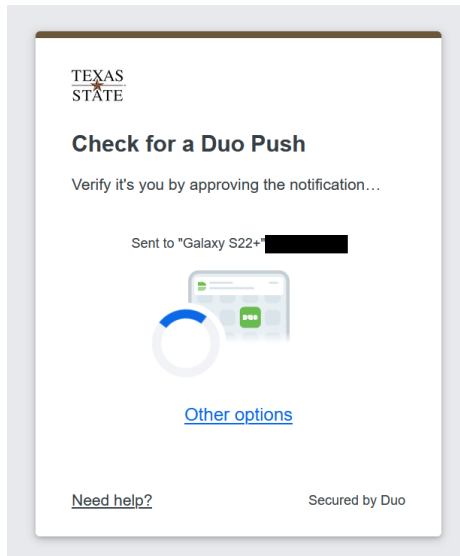
If students have not yet set up two-step authentication, please see the NETID webpage for more information.

After logging in, the next screen allows students to begin a submission by clicking on the "Start your submission" button.

At the top of the submission screen, the graduation semester for which The Graduate College is accepting documents is shown. Students will then begin to enter their personal information, affiliation (College, Department, Degree, and Major), phone and address, per the diagrams below. Though some information will populate automatically, any field marked with an asterisk is required. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.

Verify Your Information

Instructions:

Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

Personal Information

* First Name:	Boko
Middle Name:	[ ] ❶
* Last Name:	Bobcat
* Email:	boko@txstate.edu
ORCID id:	[ ]
	Enter your ORCID author Identifier. If you do not have an ORCID ID, get one at orcid.org.
Year of Birth:	[1899] ❶

Your name should appear as it does on your title page. You can use Unicode characters, if your computer supports them.

Affiliation

* School:	Texas State University
* College:	Education ⌄ ❶
* Department:	Curriculum and Instruction ⌄ ❶
* Degree:	Doctor of Philosophy ⌄ ❶
* Major:	School Improvement ⌄ ❶

Select the degree and major that are listed on your title page.

Phone & Address

* Permanent Phone:	[512.245.2581] ❶
* Permanent Address:	601 University Drive San Marcos TX 78666 ❶
* Permanent Email:	[boko@txstate.edu] ❶
Current Phone:	[(###) ###-####] ❶
Current Address:	Address City, State Zip Country ❶

You must enter a permanent, long-term address. If your present address is different, use the Current Address field.

[Save and Continue] [Cancel]

15

Students must list an alternative email to their Texas State email addresses as their Permanent Email Address. The University may use this permanent email to contact students in the future with communications such as the Graduate Student Alumni Survey.

An ORCID ID is optional. ORCID is a digital identifier that links students' research to them; information and registration is found on [the ORCID website](#).

License Agreement

The next screen (shown below) contains the license agreement, which gives students (the authors) the copyright of their theses/dissertations. It also provides the University Libraries non-exclusive rights to keep a copy of every thesis/dissertation submitted in the university repository. This license is non-exclusive; students can freely publish their work in other venues. To continue the submission process, students must click on the checkbox and agree to the license.

License Agreement

License Agreement

You must agree to the non-exclusive license below in order to continue:

NOTE: If the submission has confidential or sensitive material, includes an invention, discovery, or patent application, or is under a non-disclosure agreement, please contact copyrightoffice@txstate.edu to make arrangements for how the manuscript must be handled.

Nonexclusive distribution license

1. By agreeing to the terms of this license you (the author or copyright owner) grant to Texas State University the non- exclusive right to reproduce and/or distribute your submission worldwide in electronic or any medium for non- commercial, academic purposes.

2. You agree that Texas State University may, without changing the content, add metadata for indexing purposes and convert the submission to any medium or format for the purpose of preservation.

3. You also agree that the Alkek Library may keep more than one copy of this submission for purposes of security, backup, and preservation.

4. You represent that the submission is your original work and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon the copyright, patent, trademark or trade secret of any third party.

5. If the submission contains material for which you do not hold copyright and that exceeds fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant Texas State University the rights required by this license, and that you have identified and acknowledged such third-party owned material clearly within the content of your submission.

6. You also represent and warrant that the submission contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person.

7. If the submission is based upon work that has been sponsored or supported by an organization other than Texas State University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

   I understand that once the submission is deposited in the repository, it remains there in perpetuity. However, authors retain the right to remove it from public view.

8. I agree to hold Texas State University and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement or any other type of claim arising from the exercise of these non-exclusive granted rights.

Texas State University will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission. You will retain your existing rights to your work and may submit the work to publishers or other repositories without permission from Texas State University.

☐ By checking here you agree to the above license in its entirety.

The ProQuest Publication agreement is applicable only to Ph.D. and Ed.D. students; Masters students may disregard this section. All Ph.D. and Ed.D. dissertations at Texas State are submitted to ProQuest, so doctoral students must click on the checkbox approving release of their dissertations to ProQuest to continue the submission process. The full ProQuest Publication agreement is listed below. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.

Proquest Publication (Required for Ph.D. and Ed.D.)

PhD and Master's Dissertations and Theses Dissemination Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest dissertation business (ProQuest). Under this Agreement, the Author grants ProQuest certain rights to preserve, archive and disseminate the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

License for Inclusion of the Work in the ProQuest Program.

Grant of Rights. Author hereby grants to ProQuest the **non-exclusive**, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the *ProQuest Dissertations and Theses Global* database (PQDT) and in ProQuest's *Dissertation Abstracts International* and any successor or related index and/or finding products or services.

ProQuest Dissemination Program – Election and Elements. The rights granted shall be subject to the following additional requirements:

Redistribution of the Work. Except as restricted by the Author, the rights granted by the Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (2) the right to make the Abstract, bibliographic data and any metadata associated with the Work available to search engines and harvesters.

Restrictions.

ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work.

Removal of Work from the Program.

ProQuest may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. If Author's degree is rescinded, and the degree granting institution so directs, ProQuest will expunge the Work from its publishing program in accordance with its then current publishing policies.

The Author will retain the right to remove the work from the ProQuest program. ProQuest will remove the Work upon written request from the Author.

☐ I am requesting that a copy of my thesis/dissertation be sent to ProQuest for inclusion in their *Digital Dissertations* database.
Masters Theses are not submitted to ProQuest.

Save and Continue

Document Information

This section is where students will enter the document-specific information and embargo choice (see figures below). Students will start with their document information (title, keywords, subjects, etc.) by either typing the requested information or selecting the information from a drop-down menu.

Next, students are asked to enter in all committee members. In the Roles drop-down menu, students should only select Chair or Co-Chair for those committee members actually serving as chair or co-chair. If a committee member is not a chair or co-chair, you can leave the options blank. Though there are only four spaces initially for committee members, more members can be added as needed (per the Add Additional Members button).

Then, the committee chair's contact email must be listed. Texas State emails are preferred, as The Graduate College cannot guarantee Vireo communications will work when sent to non-Texas State email addresses.

Students can check whether or not their documents contain any of the students' own previously published material in the next section. Previously published material refers to any part of the thesis or dissertation that the student has published already in some other venue.

Lastly, students will choose an embargo. An embargo is a delay in release to The University Libraries' University Scholarship repository. Students should consult with their committee members about appropriate embargoes for their materials. Refer to the Theses and Dissertations Policy webpage for embargo guidelines.

Document Information

Instructions:

In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

Document Information

* Title (do not use all CAPS): School Spirit: The Application of Maroon a 🛈

* Degree Date:
Degree Month: May ⌄
Degree Year: 2000 ⌄ 🛈

Defense Date: 03/03/2000 🛈

* Document Type: Dissertation ⌄ 🛈

Abstract (Required for Ph.D. and Ed.D.): An analysis on how Texas State's school colors boost university morale and improve student retention. 🛈

* Keywords: Maroon; Gold; Higher Education; Color Indexing; Bobcats 🛈

* Subjects:
Primary Subject:
Education, Curriculum and Instruction ⌄ 🛈

Additional Subject:
...choose (optional) ⌄

Additional Subject:
...choose (optional) ⌄

* Language: English ⌄ 🛈

Sticky notes:

DO NOT enter the title in all CAPS.

For the degree date, enter the semester in which your degree will be conferred (typically your graduation semester).

You can enter multiple keywords. Use semi-colons (;) to separate the entries.

Please supply the names of your committee members, and a single email address to reach the chair or either co-chair.

If you don't know if you need an embargo, then you should check with your advisor. This option is typically only used for situations like patent holds or a request by a publisher if content from the document is pending publication.

21

Your Committee

First Name | MI | Last Name
Lyndon | B | Johnson

Roles: Chair

First Name | MI | Last Name
George | | Strait

Roles: ... no role selected

First Name | MI | Last Name
Robert | L | Rutherford

Roles: ... no role selected

First Name | MI | Last Name
Paul | | Goldschmidt

Roles: ... no role selected

[Add Additional Members]

Committee Contact Email

* Chair's Contact Email: lbj@txstate.edu 🛈

Previously Published Material

Previously Published
Material:

☐ Check the box if any part of the material
being submitted has been previously published
(i.e. book chapters or journal articles). If so,
you will be asked identify the section where
these materials are used in whole or in part.

Previously Published Material

Previously Published Material: ☐ Check the box if any part of the material being submitted has been previously published (i.e. book chapters or journal articles). If so, you will be asked identify the section where these materials are used in whole or in part.

Embargo Options

* Options for Electronic Access Embargos

With your advisor's approval you may request a delay (embargo) in the inclusion of your work in Texas State University Digital Collections.

None: ○ The work will be included in the University Scholarship repository after approval.

One year embargo: ○ The work will be delayed for inclusion in the University Scholarship repository by one year.

Two year embargo: ○ The work will be delayed for inclusion in the University Scholarship repository by two years.

Five year embargo: ○ The work will be delayed for inclusion in the University Scholarship repository by five years.

Creative Writing embargo: ○ This embargo applies only to Creative Writing majors and Master of Fine Arts degree.

IDP embargo: ○ For Inventions, Discoveries, Patents, research with non-disclosure agreements, or documents with confidential and sensitive material. Please contact copyrightoffice@txstate.edu to make arrangements for how the manuscript must be handled.

Privacy Hold: ○ If you have a privacy hold in place at the university, please select this option.

Save and Continue >>

Please note every field with a star is required to continue the submission process. If a student skips over a starred field, he/she will be redirected to the top of the page to fill out the missing fields. Once the required information has been entered, students will click the Save and Continue button and move to the next screen.

Upload the Thesis/Dissertation

The next section is where students will upload their theses and dissertations for The Graduate College to review. Only PDF documents are acceptable for upload; instructions on how to convert a document to a PDF are listed earlier in this document. Students first click on the Choose File button and select the appropriate document from their computer files. The name of that file will show up next to the Choose File button. To upload the document, students must click on the Upload button below the Choose File button. The document will not upload without clicking on the Upload button. After clicking on the Upload button, the document is renamed to STUDENTLASTNAME-DOCUMENTTYPE-YEAR.pdf. Every time a document is uploaded here, the name of the document will always change to the format listed above. Additional (supplementary) files can be uploaded also. However, these documents will not be added to the online repository, nor will they be reviewed by The Graduate College staff for formatting. In the example below, the document has been correctly uploaded, so the Choose File and Upload buttons are not showing. When a student arrives at this screen for the first time, the Choose File and Upload buttons will be present. If an incorrect document is accidently uploaded, students can upload the correct document by clicking on Replace Manuscript and following the prompts. Once the document and required information has been entered, students will click the Save and Continue button and move to the confirmation screen.
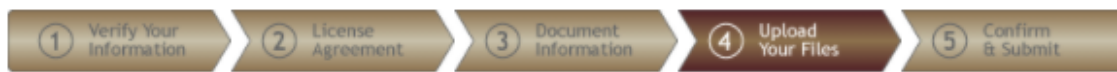
Upload Your Files

Instructions:

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

Upload Primary Document

The PDF document should have all fonts embedded, no password protection, and no security. These requirements are met if document is PDF/A compliant.

* **Manuscript in PDF:**   [Choose File] Bobcat, Bok...sertation.pdf

[Upload]

Upload Additional Files

Supplemental Files: Upload only supplemental files such as audio, video or data sets. These files must be listed in the appendix of your thesis or dissertation.

Source Files: Upload the source files used to create your manuscript such as a Word Document, LaTeX Source file, etc. These files will be used to improve the digital preservation potential of your document.

Document Type: [choose type...   ▼]

Browse for Additional Document: [Choose File] No file chosen

[Upload]

[Save and Continue >>]

Your thesis or dissertation can only be one file, and the only allowable file format is PDF. Please contact your school for help or information related to creating a PDF file.

There is no limit on the number or formats of supplementary files you may upload.

SIZE QUOTA: no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB.

DON'T DELAY YOUR GRADUATION! It is the student's responsibility to ensure that the thesis or dissertation is formatted according to the current Graduate College Guide. Theses or dissertations with numerous errors will be returned to students to reformat, which can delay graduation.

Confirm & Submit

Lastly, students arrive at the Confirm & Submit screen (shown below), where they can check all information entered for accuracy before submitting their documents to The Graduate College for review. To edit any of the previously entered information, students click on the edit text in brackets below each section. Please note that once a document is submitted to The Graduate College for review, the only changes that can be made are changes specifically marked by The Graduate College staff. Students cannot add/remove any additional items (e.g. chapters, references, acknowledgements, etc.) to their documents. Students should make sure the document they are uploaded to Vireo is the approved and defended document. If all is correct, click on Confirm and Submit.

Confirm & Submit

Instructions:

Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

About You

Name:	Bobcat, Boko 1899-
ORCID id:	
Email:	boko@txstate.edu
Permanent Phone:	512.245.2581
Permanent Address:	601 University Drive San Marcos TX 78666
Permanent Email:	boko@txstate.edu
Current Phone:	
Current Address:	

[edit your personal information]

Academic Affiliation

School:	Texas State University
College:	Education
Department:	Curriculum and Instruction
Degree:	Doctor of Philosophy
Major:	School Improvement

[edit your academic affiliation]

Document Information

Title (do not use all CAPS):	School Spirit: The Application of Maroon and Gold on University Morale
Degree Date:	May 2000
Defense Date:	03/03/2000
Document Type:	Dissertation
Abstract (Required for Ph.D. and Ed.D.):	An analysis on how Texas State's school colors boost university morale and improve student retention.
Keywords:	Maroon; Gold; Higher Education; Color Indexing; Bobcats
Subjects:	Education, Curriculum and Instruction
Language:	English
Your Committee:	Johnson, Lyndon *(Chair)*
Your Committee:	Strait, George
Your Committee:	Rutherford, Robert
Your Committee:	Goldschmidt, Paul
Chair's Contact Email:	lbj@txstate.edu
Previously Published Material:	No
ProQuest Publication (Required for Ph.D. and Ed.D.):	Yes
Options for Electronic Access Embargos:	**None** - The work will be included in Texas State University Digital Collections after approval.

[edit your document information]

Uploaded File

Manuscript in PDF:	BOBCAT-DISSERTATION-2000.pdf (85 KB)

[edit your uploaded files]

Final Submission

Warning:

After pressing "Confirm and Submit" you cannot make any more changes to the form's data without contacting your local thesis office.

Confirm and Submit

28

This completes the submission process! The following screen will now show once the Submission is complete:

Students can click on the View submission status link at the bottom of the confirmation page to view their submission and check the status. Both the student and his/her committee chair(s) are also sent confirmation emails of the submission. The committee chair(s) must approve the document and embargo selection in Vireo. The Graduate College will not review a document without the committee chair's approval in Vireo, so both students and committee chairs are encouraged to check email often during the thesis and dissertation deadlines.

If students do not receive an email confirmation but believe their submissions have been completed, please contact the Degree Audit Specialist team at gcdegspcl@txstate.edu for assistance.

To exit the system, either click the Logout button in the top right corner or close the browser window. Either option will be sufficient.

Committee Chair's Approval

Committee chairs receive an email (shown below) instructing them to review and approve the document as submitted and embargo selection in Vireo. The Graduate College will not review a thesis/dissertation without approval in Vireo from the committee chair.

Dear Committee Chair:

You are receiving this message because Boko Bobcat has submitted a Dissertation entitled School Spirit: The Application of Maroon and Gold on University Morale to the Graduate College for review. As chair of the Dissertation committee, we ask you to confirm that the Dissertation 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 {ADVISOR_URL}. We recommend opening this link on a desktop computer, preferably while using Google Chrome. If you experience issues with this link, try opening it in an incognito window on your browser. 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 Dissertation|

The Graduate College

To log on to the submittal system, a committee chair will click on the unique URL in the email message they receive. Each URL is student specific. The committee chair will use their Texas State NetID and password in the Authenticated Access screen. A Review Application screen is shown, listing all of the student's information, embargo, and uploaded document. An Application Activity log is also listed, showing all actions taken on the thesis/dissertation, as well as all email communications sent. At the bottom of the page, is a section for the chair to either approve or reject both the embargo and application (submitted document). The Application Activity log and the Approval section are both shown in the figure below:

The committee chair will then click submit, and that feedback is immediately sent to The

Graduate College.

Student Email and Submission

Students receive the following email once their document is received by The Graduate

College:

Dear Boko Bobcat,

The Graduate College has received your Dissertation entitled School Spirit: The Application of Maroon and Gold on University Morale. The chair of your Dissertation committee has been notified and asked to confirm that the Dissertation submitted is the final document approved by your committee. Your chair has also been asked to approve the release option you selected. Pending your committee chair's approval, the Graduate College will review your Dissertation and notify you of any required revisions. You do not need to reply to this email. The status of your submission along with any pertinent comments is available at http://etd.library.txstate.edu/submit. Congratulations on reaching this stage of your graduate studies.

The Graduate College

The link in the email is where students can go to check their document's status and see their

submission. After logging in to the Texas State Authenticated Access screen, students find the

Submission Status screen, where they can see the status of their documents and take action on

their submission (see figure below).

Submission Status

Currently accepting submissions for the May 2000 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
School Spirit: The Application of Maroon and Gold on University Morale	BOBCAT-DISSERTATION -2000.pdf [view]	Submitted	10 March 2000	Unassigned	View

Start a new submission

Clicking on the View button will take a student to the View Application screen. A checklist will

pop up on the side of the screen, letting a student know which items The Graduate College needs

to review the document. Once The Graduate College staff act on a document, these items will be

checked off, if they have been fulfilled. Not having paperwork submitted or meeting

thesis/dissertation enrollment requirements can cause a delay in document review.

After initial submission, a student can only view their thesis/dissertation submission. No changes can be made. Students also have an Application Activity log, where all action on the document and any correspondence can be viewed. Lastly, students can leave a message for The Graduate College, if any questions arise. The figures below show the described sections in the above paragraphs.

Revisions and Re-uploading

There are several statuses a student may see once The Graduate College acts on a thesis/dissertation. They are:

- Under Review – The Graduate College is in the process of reviewing the document.

- Waiting on Requirements – There are missing requirements for this submission (e.g. missing paperwork, needing committee chair approval, etc.).

- Needs Correction – The thesis/dissertation submission has formatting revisions required by The Graduate College.

- Corrections Received – The student successfully uploaded a revised document for The Graduate College to review.

- Approved – The document has been approved by The Graduate College.

- Pending Publication – The document has been released to the University Libraries. Documents will be released for inclusion in Texas State University's University Scholarship repository depending on embargo selections.

- On Hold – Documents with a permanent embargo will have this status. The document will never be released for inclusion in Texas State University's University Scholarship repository.

- Published – The document has been released for inclusion in Texas State University's University Scholarship repository. Documents with an embargo will not have this status until their embargos expire.

Students may log on to the Vireo submittal system at any time to view the status of their submissions. The Graduate College will communicate with students and their committee chairs by email if there are any required materials not on file (e.g. Thesis Submission Approval Form, Dissertation Submission Approval Form, Thesis Proposal, etc.). Any missing materials must be submitted before the thesis/dissertation can be reviewed by The Graduate College. A checklist is also provided in the Vireo submission page, showing students which documents have and have not been received by The Graduate College.

Once The Graduate College receives verification that the thesis/dissertation submitted has been approved by the committee, The Graduate College will review the document. Students and committee chairs will receive an email notification if any revisions are required with a link that students can use to access Vireo and the revisions document from The Graduate College. The

section below describes the process of receiving revision requirements from The Graduate College. That process usually entails a feedback document from The Graduate College that details revision requirements; however, when there are numerous, major revisions needed, The Graduate College will not provide a feedback document but will instead ask the student to undertake larger structural formatting revisions.

An example of the email is:

Boko Bobcat,

Your Dissertation entitled School Spirit: The Application of Maroon and Gold on University Morale has been reviewed by the Graduate College and requires revisions. The required revisions may be viewed in the Feedback Document given in the link below. Carefully make all required revisions, convert your document to a PDF, and replace the Manuscript (as the Primary Document) with the revised PDF. Always check the PDF copy for formatting errors before uploading.

The submission is available for you to make corrections at:

https://etd.library.txstate.edu/submit/0001/view

NOTE: The primary manuscript will automatically be renamed to lastname-documenttype-year. Be sure to click Corrections Completed at the bottom of the screen before exiting.

Average rounds of corrections per student is 4-5. Please submit the revised document within 48 hours of receiving the feedback document to ensure our office will have enough time to review your corrections. The Graduate College will review revised documents in the order they are received. You will be notified if additional corrections are needed.

Your Dissertation must be approved by the deadline given here: https://www.gradcollege.txstate.edu/students/deadlines.html

Best,
The Graduate College

When students follow the link in the email, they initially reach the Submission Status screen, showing the status of Needs Correction (see below). To access the revisions needed, students will click on the Edit button, which takes them to the View Application page.

Submission Status

Currently accepting submissions for the May 2000 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
School Spirit: The Application of Maroon and Gold on University Morale	BOBCAT-DISSERTATION -2000.pdf [view]	Needs Correction	10 March 2000	Unassigned	View

Start a new submission

Under the Uploaded Files section, students can access the Feedback Document, which has the required revisions marked by The Graduate College. Students will need to click on the Feedback Document to view the required corrections needed to their theses/dissertations. The figure below has an example of the Uploaded Files section. It is located right above the Application Activity section and Submission Action Log. The feedback revisions documents will be titled *Lastname_Firstname Corrections Needed #* (the "#" is the revision number). Though the revisions document is circled in the example below, it will not be circled once a student logs into Vireo.

Students can download the document to view the revisions by clicking directly on the file name. Only the revisions marked must be made on a student's thesis/dissertation; additional information cannot be added or removed. The Graduate College will ask students to remove or re-add anything changed other than the revisions marked in a thesis/dissertation.

(Note: if the initial thesis/dissertation submitted needs major reformatting, there will not be a Feedback Document provided; instead, students will be referred to the Thesis/Dissertation

Guide for formatting instructions. In that case, students will reformat their thesis/dissertation and upload it according to the process outlined below.)

Once all revisions have been made, students will convert their theses/dissertations to a PDF again and upload the document in Vireo. To upload the corrected document, students will click on Replace Manuscript, then Choose File, then Upload (once a file has been chosen from the student's computer). Please note the corrected document name will maintain the name of the original document when uploaded (STUDENTLASTNAME-DOCUMENTTYPE-YEAR).

After uploading the revised thesis/dissertation, students can leave a message for The Graduate College in the box at the bottom of the page; this is optional. To complete submission of the revised document, students must click on the Corrections Completed button on the side of the page (see figure below). If the Corrections Completed box is not clicked, the student's revised thesis/dissertation will not be received by The Graduate College.

Once revisions are received by The Graduate College, the student is taken on a Corrections Submitted page (see figure below) and can access their submission status page from there. The student's status is now Corrections Received.

Corrections Submitted

The Graduate College has received your revised document. We will review the document to ascertain all corrections have been made. If all corrections have been made, you will receive email confirmation that the document is approved. If you did not make all of the revisions, we will notify you of any corrections still required.

If you have any questions about your submittal, feel free to contact our office.

Thank you,

Graduate College

View submission status

Submission Status

Currently accepting submissions for the May 2000 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
School Spirit: The Application of Maroon and Gold on University Morale	BOBCAT-DISSERTATION -2000.pdf [view]	Corrections Received	10 March 2000	Unassigned	View

Start a new submission

The Graduate College will review the revised document and inform the student of any changes needed or approval of the document through email from Vireo. If additional revisions are required, the process to upload revisions will remain the same as listed above.

Approval emails are sent once the document has been revised to the formatting requirements outlined in this document. Students and committee chairs will receive the approval email, informing all that the document has been approved and released to the University Libraries, according to the selected embargo. Departments and committee members may request bound copies from the student, so students should work with their Graduate Advisors and

Committee Chairs for any requirements of this nature. For more information about binding and potential resources, students can visit the University Libraries website.

Ph.D. and Ed.D. students, upon approval of their dissertations, will receive an email with instructions for the Survey of Earned Doctorates. This is a required census survey which takes about 10-15 minutes to complete. Once a student completes the survey, The Graduate College will receive a certificate of completion for that student. The student will also receive the same certificate of completion for their records. Ph.D. and Ed.D. students must complete this survey; if it is not completed by The Graduate College's deadline, the student will not be eligible for graduation.

Once a master's student has received the approval email, or the doctoral candidate has received the approval email AND completed the SED survey, the student/candidate is finished with the thesis/dissertation process! Congratulations!