



GUIDELINES FOR THE PREPARATION OF THE APPROVAL OF WRITTEN THESIS FORM

An official form must be used. This may be downloaded from the Thesis Office website. This is the **ONLY** form that will be accepted by the Thesis Office. Once the *'Approval of Written Thesis'* form has been completed and signed by all committee members, the department head, or, if applicable, the intercollegiate faculty chair, make a copy for your records and submit the original to the Thesis Office. The thesis, dissertation or record of study must be submitted as a PDF file and uploaded to our website.

Directions for Filling Out and Submitting the Form

- Type your name and select the correct degree name.
- Type the date of the defense and the expected date of graduation (month and year). Note: date of graduation is either May, August, or December (not the month of your defense).
- Type your major subject exactly as listed in your official student records (SIMS).
- Type the title.
- Type each signer's name below the signature line.
- Type your Universal Identification Number and email address.
- Submit the signed page and a PDF file of your thesis, dissertation, or record of study to the Thesis Office for review and final clearance. There is a final day each semester for submittal. Check the OGS calendar for the date.

Committee Signatures

This form should not be signed by your committee until you have passed your final defense and you have made all of the requested changes for your committee. The chair or co-chairs, all members of the advisory committee, the department head, or the intercollegiate faculty chair (if applicable) must sign on the appropriate lines on the *'Approval of Written Thesis'* form.

NOTICE TO STUDENTS

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 55a) requires that when any federal, state or local government agency requests an individual to disclose his social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, students or applicants for admission as students are advised that disclosure of a student's social security account number (SSAN) is mandatory as a condition for participation in certain activities at Texas A&M University. Under the mandatory category, the SSAN is used to verify the identity of the student, and as a student account number (identifier to record necessary data accurately for such activities as: determining and recording disbursement and repayment of loans; recording entitlement to and payment of scholarships, grants, allowances, and official student travel and per diem; determining and recording eligibility for and participation in the Reserve Officers Training Corps program and in athletic and similar events; and such other related requirements which may arise).

Disclosure of a student's SSAN is voluntary for certain other activities. Under the voluntary category, the SSAN is used to verify the identity of the student and to record data accurately for such activities as: recording eligibility for admission as a student; reporting initial physical examination; application, testing, reporting, and evaluation for the College Entrance Examination Board; recording and reporting student grades and related academic data; registering for placement services to include preparation of resumes and furnishing information to prospective employers; and such other related uses which may arise.

Authority for requiring the disclosure of a student's SSAN is grounded in section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to January 1, 1976, in order to verify the identity of an individual.

Texas A&M University has, for several years, consistently requested the disclosure of the SSAN on student application forms and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and the United States of America and regulations adopted by agencies of the State of Texas and the United States of America, and by the Board of Regents of the Texas A&M University System.