A picture containing icon

Description automatically generated

**Email:** [**TheGraduateSchool@shsu.edu**](mailto:TheGraduateSchool@shsu.edu)

**Phone: (936) 294-2408**

**Main Campus: Templeton Building**

The Graduate School

Sam Houston State University

*A Member of the Texas State University System*

**Permanent Embargo Instructions**

If a graduate candidate and their committee chair feel that the candidate’s work should not be publicly accessible, you can request permanent embargo. It is the goal of the university to publicly promote the academic research presented by its students, so permanent embargos should be considered only if there is a real need. Note: Apart from extenuating circumstances, a permanent embargo cannot be reversed.

The University is required to keep a copy of all theses and dissertations for preservation and University community use. Candidates retain the copyright to their document and may submit the work to publishers without needing permission from the University. Below are instructions on how to obtain a permanent embargo:

1. Candidates must fill out an Embargo Request Form and email to [thegraduateschool@shsu.edu](mailto:thegraduateschool@shsu.edu). The form must be completed by the deadline stated in the Academic Calendar (this is usually the same day that Public Defense must be completed). Students must meet certain criteria in order to be approved for an Embargo.
2. If the candidate is approved for the embargo, the Thesis/Dissertation Specialist will send a notification via email to the candidate as well as to the Digital Resources Librarian.
3. Once the public defense and second review is completed, the Thesis/Dissertation specialist will send the final approved PDF copy of the thesis/dissertation to the candidate.
4. Submit the approved PDF document to the [University Press](https://www.shsu.edu/dept/marketing/university-print-services) for printing. The candidate must pay to have their thesis/dissertation printed (you can pay in person or over the phone). Inform the UP that your document is a thesis/dissertation, request it be unbounded and on cotton paper, then request the document be sent to the Newton Gresham Library’s Digital Resources Librarian.
5. After the Newton Gresham Library receives the printed copy, it will be bound and placed in the catalog and held in the library’s closed stacks where students and faculty can request to see it (the document cannot be checked-out). Once your document is received by the library, they will notify the Graduate School who will then approve your Route Sheet.
6. A digital copy will also be made and kept in the library’s dark archive for preservation purposes.

\*\*It is important to make sure that your document is received by the library on time as your Route Sheet will not be approved until NGL notifies the Graduate School of its delivery.