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The Graduate School
Sam Houston State University
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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. 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.
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4. Submit the approved PDF document to the [University Print Services Department](#) 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.**

NOTICE

The New Gresham Library and Printing Services Department is no longer involved in the printing and binding of theses and dissertations for personal use.

The University Print Services Department will only print theses/dissertations for students who have been approved for a permanent embargo.

Any personal copies or copies required by departments for their own in-house repositories must be ordered from an independent company/vendor. The Library has provided a list of companies to have copies of theses/dissertations printed. SHSU and the Library do not endorse these companies; they are provided as a convenience for students and faculty.

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