



Email: thegraduateschool@shsu.edu

Phone: (936) 294-2408

Main Campus: Templeton Building

Graduate and Professional 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 a 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. The form must be completed by the deadline stated in the Academic Calendar (this is the same day that Public Defense must be completed). Students must meet certain criteria to be approved for an Embargo.
2. If the candidate is approved for an embargo, the Thesis/Dissertation Specialist will send a notification via email to the candidate.
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 graduate candidate.
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 and Professional School (GPS) who will then approve your Route Sheet.
6. A digital copy will also 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 GPS 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.

Thesis on Demand

1-800-334-3628
1010 North Sycamore Street
North Manchester, IN 46962

PHD Book Binding

8708 S. Congress Ave
Suite A-180
Austin, TX 78745
main: (512) 478-0871
backup: (512) 596-7791

GradWorks Online

(801) 422-1469
Email: printandmail-support@byu.edu
Brigham Young University
701 E. University Parkway
Provo, UT 84602

Houchen Bindery Ltd.

1-800-869-0420
University Bindery-Division
7917 Watson Rd.
St. Louis, MO 63119

Bella Becho Book & Print Bindery

(713) 880-8294
404 Arlington
Houston, TX 77007