

Standard Operating Procedure –Submission of Dissertation or Thesis (College)

Responsibility: Associate Dean; College Coordinator

Time Frame: Before the Final Submission Deadline, of any regular session of any academic term

Definition: Submission of a Dissertation or Thesis requires the approval of the final defense by the Dissertation Committee.

Beginning in 2017-2018 Graduate Catalog, ProQuest began accepting all theses and dissertations as part of the submission process. This will not cost the student anything, and it will result in the following:

- (1). Greater exposure of our student's graduate works through the world's most comprehensive and prestigious collection of dissertations and theses;
- (2). Increase the profile of our University and its research output within the scholarly community,
- (3). In addition, increase the potential for research collaboration—more than 200 million hits a year made by researchers accessing electronic theses and dissertations.

Procedures:

Step 1: Using the formatting information provided on the College of Education Student Services CITE Lab web site, the students revises and/or corrects their document following the suggested recommendations of their committee members. The student presents the final document to the Dissertation/Thesis Committee for final review and approval.

Step 2: The Dissertation/Thesis Chair signs the Signature Form indicating the Committees approval of this final version.

Step 3: The Dissertation/Thesis Chairperson assigns the final Dissertation/Thesis grade.

Step 4: The student makes an appointment with the [College Office of Graduate Studies Academic College Coordinator](#) for a formatting review and approval to begin the electronic upload process. Each step listed below requires review and approval by the Office of Graduate Studies before the next portal opens.

Step 5: The student uploads a PDF of the signed dissertation to their [MyAdvisor](#) account. This documents the official College of Education endorsement of the student's successful completion of their Dissertation/Thesis.

Step 6: If the student is seeking a Ph.D., they access the Survey of Earned Doctorates, using the link provided in [MyAdvisor](#), and complete the Survey.

Step 7: The student uploads a PDF to the Texas Digital Library using the *Viero* link provided in the student's [MyAdvisor](#) account. This document is the official University of Houston validation of the student's successful completion of their Dissertation/Thesis.

In certain circumstances, a delay of the electronic release of the thesis or dissertation (called an embargo) may be in the best interest of the student. For example, attempting to have the research published in academic journals or to pursue a patent, based on the research. An embargo for a period of two years is available, upon request of the student and with the support of the dissertation advisor.

An additional two-year (2) extension of their embargo is possible, with the support of their dissertation advisor or designated department faculty approver.

With approval of the embargo, the basic bibliographic record and the abstract of the dissertation or thesis is available through the UH Libraries and ProQuest, suppression of the main text of the document from distribution until the end of the embargo period.

Consideration of exceptions to the embargo policy occurs only in rare and compelling cases. Certain extraordinary circumstances may warrant a complete withholding of the dissertation, including its abstract and bibliographic record, for a specific time. A request for withholding or any exception to the embargo period (beyond the normal period) plus extension, detailed above, requires approval by a faculty committee designated by the Graduate School for this purpose and approved by the Dean of the Graduate School.