

Your Final Semester: Timeline & Deadlines for those submitting a thesis or dissertation

Purpose: This document explains the required sequence of your final semester and helps you plan ahead so you can avoid last-minute delays. This is the first of several documents that are intended to guide you through the final process of preparing and submitting your final academic document. Please see the additional documents in this series for more information and visit the [CLASS website](#) for additional downloads.

How the Final Semester Works

Your final semester includes **four distinct stages**:

1. **Apply for graduation**
2. **Defend document and finalize content**
3. **Complete final formatting and submit document for CLASS approval**
4. **Submit the approved documents to the UH Library (Vireo / ETD / TDL)**

✦ The submission order matters: CLASS review comes before Vireo submission.

1. Apply for Graduation (Early in the Semester)

⚠ **Important:** You must be **enrolled** in the semester in which you intend to graduate.

✦ If you do not graduate in the semester for which you applied, you must **reapply for graduation** for the semester in which you plan to graduate. Graduation applications do **not** automatically carry forward.

Apply to Graduate Deadlines:

For Fall 2026

Regular filing period: March 30 – October 2, 2026 (\$25.00)

Late filing period: October 3 – October 30, 2026 (\$50.00)

- Apply for graduation through **myUH (Student Center)**
- Confirm:
 - Correct graduation semester
 - Diploma name (CLASS cannot edit this later)

✦ This step must be completed **before** final submission. We advise applying early in the semester.

2. Defend and Finalize Content

- Successfully defend your thesis/dissertation
- Get committee member signatures on the official [signature page](#) (see CLASS website)
- Complete all committee-required revisions
- Obtain **fully signed approval form**

✅ At this stage, your **content is final**, but formatting and accessibility work may still be in progress.

3. Complete Final Formatting of Your Document

- Format your document using the UH Graduate School ETD template (see CLASS website)
- Create a correct title page, preferably using the CLASS Title Page Fillable Form (see CLASS website)
- Complete required accessibility work in your original manuscript (Microsoft Word, LaTeX) and in Adobe Acrobat. **You will need to have access to Adobe Acrobat Pro** available to download for free for students who are employed by UH, and in the UH Library Digital Commons and on several computers in the Writing Center. Make appointments for the computers on the Writing Center [self-service appointment system](#).
- Generate and save passing accessibility report in Adobe Acrobat Pro
- Prepare final PDFs for CLASS review

✦ Most end-of-semester delays occur here, especially when steps are rushed or skipped.

4. Submit to CLASS for Review

Email the following to CLASSgrad@central.uh.edu and **CC your committee chair:**

- Final formatted thesis/dissertation (PDF)
- Accessibility report (PDF)
- Fully signed approval form

⚠ **Do not submit to the UH Library before receiving CLASS approval.**

5. Submit to the UH Library (TDL / Vireo / ETD)

After CLASS approval:

- Upload the approved final approved manuscript (PDF)
- Upload the accessibility report as a PDF
- Doctoral students must also complete all Graduate School requirements, including the Survey of Earned Doctorates (SED).
- Embargo requests (if applicable) are entered during this step.

Students are responsible for ensuring that the PDF uploaded to Vireo is the **final, approved version** of the thesis/dissertation and includes all revisions requested by CLASSGrad. If multiple versions are saved on your computer, carefully verify that you are uploading the correct file.

✦ **Uploading to Vireo is a required part of the degree completion process. Degrees cannot be conferred until the final thesis/dissertation and accessibility report have been uploaded.**

✦ Both required PDF files must be uploaded by the **ETD submission deadline** for your graduation semester.

Common Bottlenecks (and How to Avoid Them)

- **Waiting too late to install or learn Adobe Acrobat Pro**
- **Formatting before understanding CLASS requirements**
- **Submitting to the library before CLASS approval**
- **Underestimating accessibility work (especially for tables)**

✓ Students who follow the provided sequence typically clear CLASS review more quickly.

❓ **Questions?** After reviewing the materials and documents available on the CLASS Thesis and Dissertation website, please contact CLASSgrad@central.uh.edu if you need additional assistance. We are happy to help.