

UNIVERSITY of HOUSTON

OFFICE OF THE PROVOST Graduate School

ELECTRONIC THESIS/DISSERTATION SPECIAL CIRCUMSTANCE FORM

Student's Name: _____ Student ID number: _____

Degree: (check one) Master Doctorate Date of Graduation (Month Year): _____

SPECIAL REQUEST OPTIONS

First Embargo Extension This extends your initial embargo from release for an additional two years beyond the end of your first embargo. This request must be submitted no later than two years from the date of ETD submission.

Additional Embargo Extension If your document has been embargoed for four years or more, this request extends the embargo for one additional year and must be renewed annually by the anniversary date of original submission. Will be reviewed by and must receive approval from a faculty review committee.

Full Record Hold - Usually for patent considerations or contractual obligations This option suppresses all evidence of the existence of the thesis or dissertation during the embargo period. Normally, the title, basic metadata, and abstract are publicly available during an embargo. This request must be submitted to the Graduate School at the time of ETD submission. Requests will be reviewed by and must receive approval from a faculty review committee.

Other - If your special circumstance request is not listed above, please explain below. If your request is being submitted at the time of ETD submission, it must be sent to the Graduate School by the thesis/dissertation submission deadline (see academic calendar). Some requests may require approval by a faculty review committee.

Reasoning/justification for Special Request:

(attach additional pages and documentation as needed)

THESIS/DISSERTATION COMMITTEE CHAIR/CO-CHAIR'S SIGNATURE

I have discussed the situation with my student, and I approve of the request the student has made.

Chair or Co-Chair's Signature: _____ Date: _____

STUDENT AGREEMENT

I certify that the information provided above is correct and true. I understand that my request is subject to review and that the ETD will be released following the expiration of the embargo period unless another request for extension has been submitted and approved by the scheduled release date.

Student's Signature: _____ Date _____

This form is submitted to the Graduate School at gradschool@uh.edu

Electronic Theses and Dissertations (ETD)

All Electronic Theses/Dissertations (ETDs) made available after graduation

Availability may be delayed temporarily for circumstances such as patent consideration, compliance research contractual publication issues, etc.

What comprises an ETD record?

An ETD record includes the following elements, as detailed:

Metadata - Data which describe the ETD record. These include, but are not limited to, the title, abstract, committee, keywords, etc.

Primary Document - The independent research study that was submitted for the degree sought generally a single PDF

Supplemental files - Files which accompany the ETD document, are intended for public access and provide additional details of the research (e.g., data sets, movie clips, etc.).

What is a Full Record?

A Full Record is a complete record of the ETD, including all metadata, the primary document, and any supplemental files. It is available to the public through the ETD system.

If you need the ETD record to be withheld from public access due to patent considerations, research contractual terms, or other reasons, you must notify the ETD office in writing. The ETD record will be released once the issue is resolved.

How do I extend a Full Record hold?

A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis. Please complete and submit the request form.

Graduate student and faculty (when sponsored research) bear responsibility for requesting extensions. A timely response is important in order to extend the hold period. The full ETD record will be released following the expiration date if no response is received.

For additional questions or concerns regarding availability options, please contact [\[Name\]](#) at [\[Phone\]](#).

[\[Email\]](#)