

**THE GRADUATE AND PROFESSIONAL SCHOOL
SAM HOUSTON STATE UNIVERSITY**

**Graduation Checklist for TGPS Traditional Thesis/Dissertation Submission
Requirements**

These requirements are for students whose program curriculums include the completion of a thesis or dissertation. All forms mentioned below can be found on the [thesis/dissertation tab](#) of The Graduate and Professional School webpage. ****Note: Apart from the Initiation Sheet and Non-SHSU Committee Form, all other requirements on this list should be completed by the designated deadlines the semester a student intends to graduate.**

COMPLETION DATE	REQUIREMENTS CHECKLIST
	Initiation Sheet: The Initiation Sheet should be filled out as soon as the thesis or dissertation committee has been finalized.
	1st Draft Submission: Submit 1 st Draft of thesis or dissertation for review by deadline cited on the TGPS webpage and Academic Calendar .
	Defense Announcement: Submit Public Defense Announcement Form to The Graduate and Professional School email at least two weeks before defense. **This form is separate from a college/department form. Always use the links on the TGPS webpage for all TGPS requirements.
	Public Defense: Successfully defend thesis or dissertation by the deadline cited on the TGPS webpage and Academic Calendar .
	Route Sheet: Submit the Route Sheet form immediately after successfully defending thesis or dissertation to initiate the approval process. Students cannot graduate without this form being approved by all signatories. **This form is separate from an internal college/department form. Always use the links on the TGPS webpage for any GPS requirements.
	Embargo Request: Submit an Embargo Request form for approval if there is a need to temporarily delay the digital publication of a thesis or dissertation. Refer to the Vireo and Embargo Policy for information and requirements for this request. ** Only students who need an embargo should submit a request form.
	Non-SHSU Faculty Committee Form: If there is a non-SHSU employee/faculty on a thesis or dissertation committee, the student is required to submit a Non-SHSU Employee Committee Request Form to the Graduate and Professional School email. This request must be approved by the Dean of the Graduate and Professional School. **Students can only have one non-SHSU faculty on their committee. Refer to academic policy #950601 for more information regarding this requirement.
	Final Draft Submission: Submit final draft of thesis or dissertation for review and approval by deadline cited on the TGPS webpage and Academic Calendar .
	Vireo Submission: Submit your final approved thesis/dissertation document to Vireo. **ONLY upload the approved PDF version of your document that will be emailed to you with instructions on how to submit from the Thesis/Dissertation Specialist.