## **Graduate Thesis and Dissertation Embargoes**

Montezuma Publishing and the SDSU University Library can delay public release of a thesis or dissertation if the author (i.e., student) requests such action, and the College of Graduate Studies approves. The purpose of this embargo is to protect the author's right to publish or otherwise exploit the new knowledge before making it available to others.

## Thesis or Ed.D. Dissertation Embargo Requests

The public display of a thesis or Ed.D. dissertation may be embargoed for up to one year.

- 1. The student should reach agreement with their thesis or dissertation chair and all other presumed publication co-authors that it <u>is necessary</u> to delay public release of the thesis/dissertation.
- 2. Prepare a memo (as an electronic document) to request an embargo of a dissertation:
  - a. To: Associate Dean of Graduate Studies <<u>grad.assocdean@sdsu.edu</u>>
    Cc: Graduate Studies <<u>gra@sdsu.edu</u>>, your thesis/dissertation chair, all other potential co-authors on future publications, and <<u>doctoralprograms@sdsu.edu</u>>
  - b. State the reason for the request, and the period of restriction (which may be up to one year).
  - c. State "My thesis/dissertation chair \_\_\_\_[faculty name]\_\_\_\_ approves of this request."
  - d. In your signature, include your name, SDSU email address, student ID number, and telephone number. Your contact information may be needed by Montezuma Publishing or the University's archival librarian if someone requests permission to consult, borrow, or copy the thesis during the period of restriction.
- 3. Email and cc: the individuals named in the memo, and attach the memo to the email. If approved, both you and Montezuma Publishing will be notified by email.
- 4. Montezuma Publishing will release the embargo after one year. If necessary, a single one-year embargo extension may be granted. Prepare a memo requesting the extension, and specify the reasons. Email (and cc:) the request to the same individuals as the original request.
- 5. Contact <<u>gra@sdsu.edu</u>> with any questions.

## Joint Doctoral Program Dissertation Embargo Requests

- 1. The partner campus Graduate Division (or equivalent) provides the release form mechanism prior to submission there.
- 2. Once the partner campus submission is complete, include a copy of the release form mechanism when submitting documents in SDSU's online Dissertation Submission Form.
- 3. Montezuma Publishing will release the embargo after the stated time on the release form mechanism. If necessary, a single one-year embargo extension may be granted. Prepare a memo requesting the extension, and specify the reasons. Email the request to both <<u>doctoralprograms@sdsu.edu</u>> and the partner campus Graduate Division (or equivalent).