Embargo Policy (Restricted Use of Thesis Request)

On rare occasions, and to protect potential copyrights or patents, thesis accessibility can be restricted on a short-term basis.

Library & Information Access will restrict the use of a thesis or project if the author and the chair of the thesis committee request such action and the Graduate Dean approves. The purpose of the restriction is to protect the author's right to publish or otherwise exploit the new knowledge before making it available to others.

The display of a thesis, dissertation, or project may be embargoed for a period of up to one year upon written request of the student and consent of the Dean of the Graduate Division. In the case of Joint Doctoral degrees, students must notify both schools and comply with each school's policies.

To designate restricted use of a thesis, the author and the thesis committee chair should send a memorandum requesting restricted use to the Dean of the Graduate Division. If the dean approves, a signed copy of the request with approval is provided to Montezuma Publishing at the time of thesis submission. The embargo must be supplied to Montezuma Publishing before the thesis formatting is approved and publication fees are paid. The request is then sent to the Monograph Cataloging Unit, who in turn will withhold from use all copies of the restricted thesis when they are received in the Library & Information Access.

The author's memorandum to the Dean of the Graduate Division requesting restricted use of a thesis should state the following:

1. The reason for the request
2. The period of restriction (up to one year)
3. The author's address and telephone number. These will be used by the university's archival librarian in requesting permission for a reader to consult, borrow, or copy the thesis during the period of restriction. Authors may request a renewal of the restriction period for a second year by sending a memorandum to the Associate Dean of the Graduate Division specifying the reason for the renewal.
   4. Must be signed by your thesis chair

Authors may request a renewal of the restriction period for a second year by sending a memorandum to the Vice President for Research and Dean of the Graduate Division specifying the reason for the renewal.