Request for Delay in Publication (Embargo) of a Thesis (RDP)

Students must submit this request to the Graduate Studies Coordinator concurrently when uploading their thesis into TWUSpace. the library's thesis repository, so that the embargo request may be considered prior to publication.

REQUIREMENTS

- A request for an embargo will not be considered until the student has uploaded their thesis into TWUSpace.
- A request for an embargo must include a memo providing the reason for the request, together with supporting documentation*.
- The maximum length of an initial embargo is 12 months, unless severe extenuating circumstances exist.
- All theses, including theses with an approved delay in publication, must be uploaded by the student into the library's repository, as a condition of graduation.
- Embargo requests for an extension beyond 12 months require substantial justification, including documentation, and must be made by the student in writing to the Office of Graduate Studies no later than <u>two months</u> before the expected date of publication (listed below).

STUDENT NAME:		STUDENT ID#:	
STUDENT EMAIL (@mytwu.ca):		STUDENT SIGNATURE:	
DEGREE/PROGRAM:			
THESIS TITLE:			
EMBARGO REQUESTED: 6 months 12 months Extension Special Request		DATE OF SUBMISSION TO ARCA:	
*REQUIRED ATTACHMENTS: Memo proving the reason for the request Supporting documentation			
By signing below, we confirm that we support this request to embargo the above referenced thesis.			
Thesis Supervisor (Name)	Signature		Date
Program Director (Name)	Signature		Date
OFFICE GRADUATE STUDIES ONLY			
Date this request was received from the student:			
The Vice Provost of Graduate Studies \square approves / \square does not approves this request to delay the publication of the above noted thesis.			
Sonya Grypma, PhD			
Vice Provost, Graduate Studies	Signature		Date
xpected Date of Publication: Library notified via email on (date):			