



## ETD Embargo Request/Renewal

The embargo of a graduate culminating project, typically a creative work, thesis, or dissertation, requires the completion of this form by the author of the project, the recommendation of the project advisor/committee chair, and the approval of the Dean of Graduate Studies. The initial request for embargo should be submitted to the project committee at the time of the defense and submitted to the School of Graduate Studies with the Committee's recommendation. Requests for embargo renewal should be submitted no less than 60 days (two months) prior to embargo expiration.

Please complete form, obtain signatures, and email to the School of Graduate Studies at [graduatestudies@stcloudstate.edu](mailto:graduatestudies@stcloudstate.edu).

Date

Requestor Name (Last, First, Middle)

Email Address

Document Type:      Creative Work       Thesis       Dissertation

Embargo Period; Choose One Type:      Embargo (default of one year)       Renewal of Embargo (one year)

For Proprietary/Third-Party Data Only:      Embargo (default of five years)       Permanent/Do Not Publish

Reason for Embargo (provide a one to three paragraph explanation detailing your reasons for requesting the embargo):

### Signatures Needed

Author / Requestor (Signature)	Author / Requestor Name (Print)	Date
Committee Chair (Signature)	Committee Chair Name (Print)	Date
School of Graduate Studies (Signature)	School of Graduate Studies Name (Print)	Date

FOR OFFICE USE ONLY: Student Notified