



Thesis/Dissertation Embargo Request Form

(Only use this form to request an embargo for a time period longer than 2 yrs.)

Embargoes longer than 2 years are atypical and require review by the Director of the Graduate School and the Milner Library Copyright Officer. Embargos extended beyond 2 years are rarely granted and only done so in extremely compelling situations.

The request to embargo must be approved by the student's committee chair and submitted to the Graduate School no later than the [Right to Defend](#) deadline. An embargo is requested by checking the applicable box(es) below, obtain the signature of committee chair, and email this form to the ISU Copyright Officer.

An embargo past 2 years may be considered for the following reasons:

- Patentable rights are contained in the work and disclosure may be detrimental to the rights or interests of the author. The ISU Intellectual Property & Export Control Officer should be contacted by the committee chair as part of the embargo request.
- To protect the copyright potential of creative works such as first serial or book rights, a documentary, music score, artwork, etc.
- There is a need to prevent disclosure of government information about persons, institutions, technologies, etc. that is contained in the work.
- An academic or commercial press has expressed interest in acquiring the rights to publish the work as a book.
- The work contains content that has already been submitted to a peer-reviewed journal that may require an embargo. Check publishers' policies before submitting the thesis/dissertation.
- The work is based on data generated through research that will support other publications from people within the same research team (i.e. advisor). As a result, it may be necessary to refrain from releasing that data while other publications are prepared. An additional 2 years may be requested in this situation.

Choose one of the following, an additional: 6 months 1 year 2 years

- Making the research publicly available might endanger research subjects or the author.
- Research and/or data is subject to review by sponsor or grantor prior to publication
- Research falling within the policy [Classified Research 4.1.13](#)

Student Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Renewal of an extended embargo:

While embargoes are not intended to be permanent, renewals of the original embargo may be considered by the Graduate School. Renewals of embargoes should be submitted via email to the [Graduate School](#) **within 1 month of the expiration of the current embargo.**