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**Electronic Thesis and Dissertation Embargo Request Form**

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**ALL Master’s and Doctoral students writing theses and dissertations are REQUIRED to complete and sign this form and submit it to University Dissertation & Thesis Services, regardless of intent to embargo.**

**Student Information (Required)**

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| Name: | G#:  |
| Degree Program: | Semester of Graduation: |
| Permanent Email Address: |

**Embargo (check only one):**

[ ]  I do NOT wish to embargo my work. I authorize immediate access to the full electronic text of my work through Mason’s Institutional Repository, MARS (Mason Archival Repository Service; mars.gmu.edu).

[ ]  I request that George Mason University delay the availability of my work for the period indicated below (check only one):

[ ]  Two (2) years [ ]  Five (5) years [ ]  Ten (10) years

**If you have chosen to embargo your work for ANY period, you must obtain both signatures listed below prior to submitting this form to University Dissertation & Thesis Services (UDTS).** This form will not be accepted, and embargo will not be granted or applied, without BOTH signatures. **Signatures are required ONLY if you are requesting to embargo your work for ANY period.**

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| --- |
| Committee Chair (please print): |
| Committee Chair Signature: |
| Graduate Associate Dean of College/School (please print):  |
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**Access to embargoed documents**

Theses and dissertations embargoed for any period will be accessible electronically on-campus in the Special Collections Research Center **UNLESS** the author provides detailed and compelling evidence that the document should NOT be available for any on-campus viewing. Permission to prohibit on-campus viewing may be granted by the Associate Provost for Graduate Education. **DO NOT CONTACT THE PROVOST’S OFFICE DIRECTLY. The UDTS Coordinator will contact the Provost’s office on your behalf.**

[ ]  I request that George Mason University prohibit on-campus viewing for the duration of the embargo. I have attached a separate Word document (titled “StudentLastName\_FirstName\_RestrictCampusViewing”) providing a detailed rationale for this request, including supporting evidence.

|  |
| --- |
| *Following to be filled out by Office of the Provost only:* **The Associate Provost for Graduate Education**:[ ]  **Approves** prohibition of on-campus viewing for the duration of the embargo.[ ]  **Denies** request for prohibition of on-campus viewing.  Comments:[ ]  No evidence provided. [ ]  Evidence provided is insufficient to justify prohibition. Associate Provost for Graduate Education (Print) Signature Date |

**Renewing an embargo**

At the time the work is uploaded to MARS, the author will receive an email notification, with an official PDF attached, stating that the embargo will begin and end on a certain date, and advising the author that it is his/her responsibility to keep track of the embargo lift date. The author will further be advised that it is his/her responsibility to notify the UDTS Coordinator via email (udts@gmu.edu) that he/she wants either to lift the embargo prior to the termination date, or that he/she wants to renew the embargo (or institute a new limit).

In the form, the author will also be advised that he/she should retain this form and place it in the care of his/her attorney, next of kin, etc. In case of death, incapacity, etc., it is up to the author's estate, power of attorney, etc., to ensure that the embargo continues.

**Student Agreement**

I am submitting my thesis or dissertation for inclusion in the Electronic Theses and Dissertations program of George Mason University. The work (collection of files and associated metadata) will be accessible permanently through the Mason Archival Repository Service (MARS):

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