Master’s Thesis Embargo Request

According to policy at CWU’s School of Graduate Studies and Research, graduate students must submit their completed thesis to ScholarWorks, the university’s institutional repository, where it can be publicly accessed. Upon submission to ScholarWorks, students may choose to request a one-, two-, or five-year embargo to protect their ability to publish or patent their work in the near future. An embargo provides a temporary, delayed public release of the work via ScholarWorks. While embargoes are not intended to be permanent, renewals of the original embargo period are permissible.

Requests for an extension of the embargo should be directed to Brooks Library using the appropriate form. Requests must be received at least one month prior to the expiration of the current embargo to ensure sufficient processing time. While there is no limit to the number of times a student can request an embargo extension, embargoes that have been allowed to expire without a request for an extension will result in the thesis being made publicly available. In order to request an embargo extension, students and their committee chair will need to present evidence of their ongoing efforts to publish or patent their work.

Any embargo period will be calculated beginning at the end of the quarter in which the student graduates.

To request a one-, two-, or five-year embargo, please complete the following:

I, Mireille N. Gonzalez, request a __ Five-year __ embargo on my thesis entitled ‘This is a journal ready thesis and I plan to publish. An embargo is required to publish this data.’

Student signature: __________________________ Date: 6/25/19

I, Dr. Kara Gabriël, as committee chair, approve the student’s request to embargo her/his thesis.

Comments:

Signature (committee chair): __________________________ Date: 6/25/2019

Please return this form to Brooks Library via scholarworks@cwu.edu or 400 E University Way, Ellensburg, WA, 98926.