

Students must submit this request to the Office of Graduate Studies (OGS) when uploading their thesis into TWUSpace. The library's thesis repository, so that the embargo request may be considered prior to publication.

EMBARGO REQUIREMENTS

- A request for an embargo will not be considered until the student has created a student account in ARCA and uploaded their thesis into TWUSpace.
- 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.
- The maximum length of an initial embargo is 12 months, unless severe extenuating circumstances exist.
- 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 two months before the expected date of publication (listed below).

POLICY: [Thesis Publication & Embargo Policy](#) (ED Sep 2022)

STUDENT INFORMATION

STUDENT NAME	STUDENT ID#	STUDENT SIGNATURE
PROGRAM OF STUDENT DEGREE		STUDENT EMAIL (@mytwu.ca)
THESIS TITLE		
EMBARGO REQUESTED <input type="checkbox"/> 6 mos <input type="checkbox"/> 12 mos <input type="checkbox"/> Extension <input type="checkbox"/> Special Request		DATE STUDENT UPLOADED THE THESIS

REQUIRED ATTACHMENTS

- Memo from the student providing the reason for the request.
- Supporting documentation.

FGS PROGRAM CONFIRMATION

The undersigned confirm their support of this request to embargo the above referenced thesis.

_____ Signature _____ Date _____
Thesis Supervisor (Name)

_____ Signature _____ Date _____
Program Director (Name)

OFFICE OF GRADUATE STUDIES USE ONLY

DATE RECEIVED BY OGS _____ _____	OGS DETERMINATION	OFFICE OF GRADUATE STUDIES SIGNATORY	
	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Signature	_____
		Signatory (Name)	_____
		Date signed	_____

