

RIT THESIS/DISSERTATION EMBARGO REQUEST GUIDELINES

RIT requires the publication of required graduate theses and dissertations in the interests of open dissemination of research results and scholarship. Occasionally, a graduate student may need to request a thesis/dissertation embargo for up to 12 months. Any student who desires an embargoed thesis/dissertation must make a request through the **RIT Graduate School**. For more information, students should contact gradstudies@rit.edu.

In order to uphold the principle of open dissemination mentioned above, while considering circumstances that may merit a thesis/dissertation embargo, the following guidelines are provided.

An embargo may be appropriate when:

- ♦ A student is applying for a patent on research contained in the thesis/dissertation. Consultation with the [RIT Graduate School](#) and the [RIT's Intellectual Property and Technology Transfer Office](#) is encouraged in this instance.
- ♦ The thesis/dissertation includes information covered for a limited period of time by a prior confidentiality agreement or contains third-party proprietary information.
- ♦ The thesis/dissertation is subject to review by the sponsor or grant or prior to publication.
- ♦ The thesis/dissertation is considered for partial or full publication (book chapter/book) and the publisher considers an open access electronic thesis/dissertation to be a prior publication.

The graduate student is encouraged to consult with, and obtain approval from, their thesis/dissertation advisor and with the appropriate offices (e.g., Intellectual Property) if they believe the thesis embargo request to be covered by one or more of the above guidelines. The graduate student should provide the appropriate information to support their request. If the student's request falls outside the scope of the guidelines provided above, the student and their faculty advisor are encouraged to consult with the RIT Graduate School.

Once the embargo period expires, your thesis/dissertation will be available for public viewing through ProQuest and RIT Libraries, Digital Institutional Repository.

Embargo requests are considered on a case by case basis.

To apply for an Embargo:

- ♦ Complete the Embargo Request form below.
- ♦ Email the form to gradstudies@rit.edu for consideration by the Associate Provost and Dean of the Graduate School.
- ♦ Receive notification of embargo approval or denial from the RIT Graduate School.
- ♦ If denied, complete submission to ProQuest following the [Thesis Infoguide](#).

With an approved Embargo:

- ♦ ***Submit the electronic copy of your thesis/dissertation to ProQuest including the agreed upon embargo date (max. 12 months).***
- ♦ The full text will not be available for viewing or downloading in the ProQuest Dissertations & Theses Database during this time frame. **The title, abstract, and keywords of the thesis/dissertation will be published.**
- ♦ The thesis/dissertation will automatically become available for viewing and downloading on ProQuest and the RIT Digital Institutional Repository on the date the embargo expires.

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APPLICATION FORM

Any student who desires an embargoed thesis/dissertation must make a request through the RIT Graduate School. Please fill out, sign and submit the following form to gradstudies@rit.edu.

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THESIS/DISSERTATION DETAILS

Type

Dissertation

Thesis

Title

Thesis/Dissertation Advisor

Reason

Patent Application

Confidentiality/Proprietary information

Review by sponsor/grantor

Partial/full publication

Duration

3 months

6 months

9 months

12 months

Explain your request

SIGNATURES

Author

Date

Thesis/Dissertation Advisor

Date

Dean of the Graduate School

Date

I acknowledge that my thesis/dissertation advisor has signed my form

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Decision

Approved

Denied

Embargo begins on the date your thesis/dissertation is submitted to ProQuest and will end after the approved duration.