Vice President for Research
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MSC 3GS
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ETD Embargo Restriction Request/Renewal Form

The procedure to request an embargo is as follows:

1) Fill out the ETD Embargo Restriction Request form for review by the Dean of Graduate School.
2) Attach a copy of approved IRB form, if applicable.

3) Submit the above three items together to Graduate School.

4) Complete the Electronic Thesis/Dissertation submission. The Embargo restriction time will be recorded and monitored by ProQuest and Graduate School.

5) **All approved embargo period shall be twenty-four months and non-renewable or extenuating circumstances that will lead to an extension. Such situations will be evaluated and decided on a case by case basis. . See Embargo of dissertations or master's theses policy at https://arp.nmsu.edu/4-70/?highlight=Embargo for embargo reasons/conditions.**

Note: All above requirements must be met by the degree requirement deadline:
July 15 for Summer term, November 15 for Fall term, April 15 for Spring term.
This embargo procedure must be completed before the Electronic Thesis/Dissertation manuscript submission.

Date: _____ Student Name: _____

Aggie ID #: _____ Email: _____

Department: _____ Date of Graduation: _____
Degree: ☐ Master's ☐ Doctorate
Document Type: ☐ Master's Thesis ☐ Dissertation

Justification:_____
_____
_____
_____
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Signatures:

Student:	Date
Advisor/Chair:	Date
Department Head:	Date
Dean of College or Designee:	Date
Dean of Graduate School:	Date

Embargoes start from the date the manuscript is received at ProQuest. Note that there can be a delay of up to a semester by NMSU before the manuscript is approved for ProQuest.

Date Embargo will be lifted _____ (Day) _____ (Month) _____ (Year)