

## Embargo Request Form

Student Name: \_\_\_\_\_ UNM ID #: \_\_\_\_\_  
UNM Email Address: \_\_\_\_\_ Alt. Email Address: \_\_\_\_\_  
Committee Chair: \_\_\_\_\_ Chair's Email: \_\_\_\_\_  
Program: \_\_\_\_\_ Degree Abbreviation: \_\_\_\_\_  
(MA/MS, MFA, PhD, EdD, etc.)

In consultation with my committee chair, I am requesting that my work be embargoed for

2 years (standard)

Renewal

This embargo is necessary because:

Embargo requests should be submitted at the time the manuscript is uploaded to the repository(ies) and the forms are sent to the Manuscript Coordinator following our standard deadlines: November 15 for Fall, April 15 for Spring, and July 15 for Summer.

Include with your request a receipt from the Cashier's Office indicating the \$40.00 Embargo Restriction fee has been paid.

\_\_\_\_\_  
Signature-Author

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Chair

\_\_\_\_\_  
Date

The Dean of Graduate Studies has final approval authority over all manuscripts. The Dean's signature below indicates the embargo request has been reviewed, evaluated, met UNM standards, and has been approved.

\_\_\_\_\_  
Signature-Dean

\_\_\_\_\_  
Date

**IMPORTANT:** If your thesis/dissertation research was funded by a grant, please review and describe any funder-designated requirements for open access or publication. You must confirm that an embargo does not in any way violate your funding agreement. If you have questions about whether or not your manuscript has IP that needs protecting, you may consult with UNM Rainforest Innovations (<https://innovations.unm.edu/>). An embargo on a thesis or a dissertation is placed at the discretion of the student author. At any future time, the student author may request the embargo be terminated and the manuscript released. PhD recipients must work separately with ProQuest to establish an embargo on their manuscript.