Memorandum

To: WVU Graduate Students
From: Beau Smith, Institutional Repository Librarian

From the West Virginia University Electronic Thesis and Dissertation Program Policy:

The student, with the written approval of his/her advisor, may select ‘Delayed Access’ distribution for the ETD. The status of ‘Delayed Access should be only rarely used. It is designed to secure the work, even disallowing access to the WVU community. This procedure addresses situation such as when a patent application is planned or when proprietary interests are at stake. In certain cases, WVU may have rights related to intellectual property, and so does not want to release the work without its (WVU Intellectual Properties) permission. The graduate student will be asked to provide the reason this option has been selected. A student may not select embargoed status in lieu of obtaining appropriate copyright permissions as theses and dissertations are intended to be public record of examination documents.

Student name (printed):

ETD title (printed):

Length of embargo requested:

___ 1 year

If a longer embargo is required, please contact the ETD office when the embargo period has expired.

Post embargo status:

___ Open Access
___ Campus Access

Reason for embargo request:

___ Publication pending
___ Patent Application pending

Faculty advisor/committee chair:

Printed Name:

Signature:
Memorandum

To: WVU Graduate Students

From: Beau Smith, Institutional Repository Librarian

Re: Requesting a permanent ‘no access’ embargo for your thesis, dissertation, or problem report

From the West Virginia University Electronic Thesis and Dissertation Program Policy:

The student, with the written approval of his/her advisor, may select “No Access” distribution for the ETD. The status of “No Access” should be only rarely used. It is designed to secure the work, even disallowing access to the WVU community. This procedure addresses situations such as when a patent application is planned or when proprietary interests are at stake. In certain cases, WVU may have rights related to intellectual property, and so does not want to release the work without its (WVU Intellectual Properties) permission. The graduate student will be asked to provide the reason this option has been selected. A student may not select embargoed status in lieu of obtaining appropriate copyright permissions as theses and dissertations are intended to be public record of examination documents.

Student name (printed): ________________________________________________________________

ETD title (printed): _____________________________________________________________________

Reason for embargo request:

___ MFA- Creative Writing Permanent Embargo

___ Export Control Permanent Embargo

If selecting Export Control Permanent Embargo for (1) the International Traffic in Arms Regulations, 22 C. F.R. pts 120-130 and (2) the Export Administration Regulation, 15 C.F.R. pts 730-774, please obtain signature from:

Export Control Office

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Physical Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 6889</td>
<td>Chestnut Ridge Research Building</td>
<td>Email: <a href="mailto:exportcontrol@mail.wvu.edu">exportcontrol@mail.wvu.edu</a></td>
</tr>
<tr>
<td>886 Chestnut Ridge Road</td>
<td>886 Ridge Road</td>
<td>Phone: (304) 293-8614</td>
</tr>
<tr>
<td>Morgantown, WV 26506-6889</td>
<td>Morgantown, WV 26506</td>
<td>Fax: (304) 293-3224</td>
</tr>
</tbody>
</table>

This embargo request is approved due to the requirements of export control regulation ______________.

(please cite regulation)

Export Control Officer name (printed): ______________________________________________________

Signature: ________________________________________________________________________________

Faculty advisor/committee chair:

Name (printed): __________________________________________________________________________

Signature: ________________________________________________________________________________