

Memorandum

To: WVU Graduate Students

From: Debby Borrelli, WVU Electronic Thesis and Dissertation Coordinator

RE: Requesting a 'Delayed 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 '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 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):

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: Debby Borrelli, Electronic Thesis and Dissertation Associate

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

Mailing Address	Physical Address	Contact
PO Box 6889 886 Chestnut Ridge Road Morgantown, WV 26506-6889	Chestnut Ridge Research Building 886 Ridge Road Morgantown, WV 26506	Email: exportcontrol@mail.wvu.edu Phone: (304) 293-8614 Fax: (304) 293-3224

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: _____