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## ETD EMBARGO RESTRICTION REQUEST/RENEWAL

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**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 Studies.
2. A \$40.00 Embargo Restriction fee is required and paid at the Cashier's Office in the UNM Business Center (1700 Lomas BLVD, NE, SUITE 1100). You will receive an Embargo fee receipt.
3. Submit the above together to Graduate Studies.
4. Complete the electronic manuscript submission procedures to the UNM Digital Repository. The Embargo restriction time period will be recorded and monitored by Graduate Studies.

**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 UNM Digital Repository electronic manuscript submission.*

**The procedure to renew an embargo is as follows:**

1. Fill out the ETD Embargo Restriction Request form, check mark the box "Renewal of Embargo," for review by the Dean of Graduate Studies (at least three months prior to the expiration date of the embargo in place at the time of renewal).

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Student name: \_\_\_\_\_  
Print Name

UNM ID# \_\_\_\_\_

Department: \_\_\_\_\_  
Print Name

Committee Chair: \_\_\_\_\_  
Print Name

Manuscript:     Dissertation     Thesis

**Choose one of the following:**

Embargo (default of 2 years)     Renewal of Embargo (2 years)

**Explanation: Append to this form a one to three paragraph explanation detailing your reasons for requesting the embargo.**

The embargoing of a thesis or dissertation is at the discretion of the student who produced the work in consultation with his/her (committee chair). At any future time, you may request that the embargo be terminated. The request must be in writing with the student's signature.

Student Signature \_\_\_\_\_ Committee Chair Signature \_\_\_\_\_

Graduate Studies Dean Signataure \_\_\_\_\_

**Note: Students must work separately with ProQuest regarding embargoes of electronic dissertations or theses.**