

SCHOLARSHIP@CLAREMONT THESIS UPLOAD EXCEPTION REQUEST**Instructions:**

Choose either the embargo or exemption option below and check the appropriate box(es). Submit this request and accompanying documents to the Office of the Registrar by the thesis submission deadline during the semester in which you complete your thesis. **All requests must include an electronic copy of your complete thesis, including the title page.** The electronic copy of your thesis will remain in a secure area on the CUC network.

Submit the electronic copy of your thesis in .pdf or .docx format, either as an attachment via email to registrar@cmc.edu or submitted to the office on a flash drive.

Flash drives will not be returned to you.

Student Name (please print): _____

Student ID#: _____ Date of Request: _____

Name(s) of Thesis Reader(s): _____

Select one of the following options:

1. Embargo Request

Students request an embargo when they wish to delay their thesis' online publication on Scholarship@Claremont. Embargos are generally for theses pending publication, pending patents, or containing work that is based on current faculty research that will conclude within 2 years.

Students requesting an embargo must upload within 48 hours of the thesis submission deadline.

Provide access to my thesis in:

☐ 6 months ☐ 12 months ☐ 18 months ☐ 2 years

2. Exemption Request

Students requesting an exemption do not upload their thesis at all.

Rationale for request (check all that apply):

- ☐ Thesis contains materials related to on-going faculty research
☐ Thesis reader requests exemption
☐ Thesis contains confidential or sensitive data or personal information
☐ Other: _____

To be completed by Reader(s):

I have reviewed this application and support the author's request for embargo or exemption.

Signature of First Reader: _____ Date: _____

Signature of Second Reader: _____ Date: _____

OFFICE USE ONLY	Request Approved on: Date: _____	Staff Initials: _____
ALL REQUESTS	EXEMPTION REQUESTS	
Archive copy rcv'd: _____	XMPT applied: _____	
Archive copy verified: _____	Student notified: _____	
Recorded to student file: _____		