



## WILLIAM & MARY Graduate Arts & Sciences

### Distribution License and Embargo for Thesis, Dissertation Form

This form is required as part of submitting your completed dissertation or thesis. It is used to:

- Represent that your work is original in nature;
- Establish a non-exclusive distribution license and availability agreement with William & Mary so that the university may digitally archive your work;
- Assign restriction to your work's availability (i.e., embargo) for up to 12 years, if needed.

Please note:

- The terms you specify on this form must match the choices you make in both the institutional repository ScholarWorks (IR publishing options) and ProQuest (PQ publishing options).
- Most students choose not to embargo, but there are some instances where it might be appropriate to do so. Please read the [About Embargoes](#) page on our website. Contact the W&M Libraries staff member listed on the About Embargoes page if you have questions, or if you opt for an embargo of more than six years.

#### Instructions

---

All students submitting a thesis or dissertation must return both pages of this form by email to the Office of Graduate Studies ([dean-gsr@wm.edu](mailto:dean-gsr@wm.edu)). You will do this prior to your defense as part of the Pre-Defense Deadline. These pages remain separate from the thesis or dissertation (not as a page inserted into the thesis or dissertation). Use your W&M email account when submitting forms to the OGS.

Signatures required before turning in the form:

- Student;
- Faculty advisor;
- If selecting an embargo of more than 6 years, the student must consult with the Digital Scholarship Librarian at W&M Libraries (or other appropriate Library staff) and obtain a signature.



WILLIAM & MARY  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall, 262 Richmond Road  
757-221-1966 | dean-gsr@wm.edu

## Non-Exclusive Distribution License for Thesis, Dissertation

Student's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Student's Dept/Program: \_\_\_\_\_

Title of thesis/dissertation: \_\_\_\_\_

By signing and submitting this license, you (the "author" or "copyright owner") grant to the College of William and Mary Libraries (W&M Libraries) at the College of William and Mary (W&M) and Virginia Institute of Marine Science (VIMS) the non-exclusive right to reproduce and distribute your submission (including the abstract) to the public as well as the right to migrate or convert your submission, without alteration of content, to any medium or format for the purpose of preservation or continued distribution.

W&M acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder/s and subsequent uses of the submitted material by that person(s) are not restricted by this license. The author agrees that W&M may keep more than one copy of this submission for purposes of security, back-up, and preservation.

The author represents that the submission covered by this license is his/her original work and that he/she has the right to grant this license to W&M Libraries at W&M. The author further represents that the submission does not, to the best of his/her knowledge, infringe upon any third party's copyright. If the submission contains material for which the author does not hold copyright the author represents that he/she has obtained unrestricted permission by authorization of the copyright holders, or by operation of the law, and that such third-party material is clearly identified and acknowledged within the text or content of the submission. In the event of a subsequent dispute over the copyrights to material contained in this submission, the author agrees to indemnify and hold harmless W&M and its employees or agents for any uses of the material authorized by this license.

You certify that the version you are submitting was approved by your defense examination committee. If the submission is based upon work that has been sponsored or supported by any agency or organization other than W&M, the author represents that he/she has fulfilled any right of review or other obligation required by contract or agreement with the supporting entity. Any Creative Commons license that you choose to assign to your dissertation or thesis during the ProQuest submission process will also be published on your work in the Institutional Repository.

I agree to the terms of the Non-Exclusive Distribution License, as specified above:

\_\_\_\_\_  
Student/Author Signature

\_\_\_\_\_  
Date

# Embargo Options for Thesis, Dissertation

William & Mary allows embargo for up to 12-years on a thesis or dissertation. Or you may opt not to restrict the release of your work. An extended embargo of more than 2 years (3-12) requires review and approval by the Assistant Dean of Graduate Studies. In the event that the Assistant Dean declines an embargo request, the graduate director for the student’s program may appeal the decision. The Assistant Dean is required to bring such an appeal before the Arts & Sciences Committee on Graduate Studies for discussion and a vote. An embargo of more than 6 years also requires consultation with and signature from the Digital Scholarship Librarian or similar W&M Libraries staff.

Student's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Student's Dept/Program: \_\_\_\_\_

Title of thesis/dissertation:

Please indicate terms of availability below:

No restriction (immediate release)     Less than 1 year; desired release date: \_\_\_\_\_  
YYYY-MM-DD

1-year embargo     2-year embargo     Extended embargo term, 3-12 years: \_\_\_\_\_  
Years

If requesting longer than a 2-year embargo, explain why this work requires an extended embargo period:

## Required Signatures:

\_\_\_\_\_  
Student/Author Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Faculty Research Advisor: Print Name | Signature \_\_\_\_\_ Date

An embargo request for **more than 6 years** requires consultation with William & Mary Libraries staff:

\_\_\_\_\_  
W&M Libraries Staff Signature \_\_\_\_\_ Date

Request for embargo is:     Approved     Denied

\_\_\_\_\_  
Assistant Dean of Graduate Studies \_\_\_\_\_ Date