



## Embargo Extension Request Form

### Instructions

Open-access publication of the dissertation is a University requirement per the [Academic Rules for PhD Programs](#). A copy of the dissertation is published in ProQuest and shared through open access in the institutional repository, [ScholarlyCommons](#). In cases where papers are in press, patents are pending, or where there are other intellectual property concerns, it may be beneficial to delay publication of (“embargo”) the dissertation. When submitting their dissertation, students may choose to embargo their dissertation in ProQuest and/or ScholarlyCommons.

Students should discuss their decision to embargo their dissertation with their advisor and may also reach out to a subject librarian for guidance.

### Extending an Embargo in ProQuest

**Extending the delay of publication in ProQuest must be arranged directly by the author by emailing ProQuest at [disspub@proquest.com](mailto:disspub@proquest.com).** No forms or permissions from the University are required.

### Extending an Embargo in ScholarlyCommons

When submitting a dissertation, an initial embargo period of three years (years 0-3 post graduation) in ScholarlyCommons is granted automatically if requested in ETD Administrator.

**A second three-year delay of publication (years 3-6 post graduation) in ScholarlyCommons requires approval by the Graduate Group Chair.** Please fill out the form below and return to [grad-degree@provost.upenn.edu](mailto:grad-degree@provost.upenn.edu) within 1-3 months before the end of the initial embargo.

**A third three-year delay of publication (years 6-9 post graduation) in ScholarlyCommons requires approval by the Graduate Group Chair and the Graduate Dean.** Please fill out the form below with the approval of your Graduate Group Chair and your Graduate Dean and return the signed form to [grad-degree@provost.upenn.edu](mailto:grad-degree@provost.upenn.edu) within 1-3 months before the end of the second embargo term.

The form must be received one month before the end of the initial embargo by the Office of the Provost.

The maximum allowed total embargo period in ScholarlyCommons is 9 years from the graduation date; open access publication of the dissertation is a University requirement per the [Academic Rules for PhD Programs](#).



## Request for Extension of Embargo in ScholarlyCommons

**Author:** \_\_\_\_\_

**Graduate Group:** \_\_\_\_\_

**Graduation date (mm/yyyy):** \_\_\_\_\_

**Dissertation title:** \_\_\_\_\_

**Initial ScholarlyCommons Embargo End Date:** \_\_\_\_\_

**Select the period of your embargo extension request:**

Second Embargo Period (Years 3-6 beyond graduation)

Third Embargo Period (Years 6-9 beyond graduation)

**Reason for extending the embargo:**

### Signatures

**Author:** I request an additional extension of the embargo of my dissertation in Scholarly Commons.

Signature (original): \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Group Chair:** I approve the selected extension of the embargo period for the above dissertation.

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

### Additional Approval Required for Third Embargo Period

**Graduate Dean:** I approve the third embargo period (years 6-9) in ScholarlyCommons of the dissertation above.

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