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Thesis and Capstone Withholding Request
Governors State University Library –OPUS

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Appendix (G):

**Thesis and Capstone Withholding Request**  
**Governors State University Library –OPUS**

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The Library recognizes that student work might result in marketable intellectual property or may be part of an external funded or unfunded project leading towards scholarly products including journal articles, books, or licensed and patentable products. The Library dissemination of student work performed in completion of degree programs is not generally considered in conflict with most publishers’ publication requirements, but there are exceptions. In these situations, the candidate or faculty advisor may request that student work be temporarily withheld from public access until these end products have been initiated, and must provide documentation. As the College of ________ requires the deposit of a thesis or capstone project with the Library as part of degree completion, candidates or their thesis or project director may request that the student work be withheld from public distribution to protect a contractual obligation (such as a grant or sponsored research), or to ensure the ability to publish research in a reputable publication, or to otherwise protect intellectual property rights.

Student work may be withheld for up to 1 year upon request of either the research/project advisor (faculty) and/or the student. The request may be resubmitted following the first year, for an additional 1 year period of withholding. After 2 years, the student work will be made accessible. I/we request the Library to withhold distribution of student work after deposit for the following reasons:

___ The work is related with a contractual obligation associated with a grant or sponsored research.  
___ The work is under consideration for publication in a venue that prohibits duplicate online posting.  
___ The work includes patentable intellectual property.

Please provide supporting documentation.

Please choose embargo period: ___________ months _________ 1 Year

__________________________________________________________________________

Student Signature __________________________ Capstone Committee Chair’s Signature __________________________

Printed Name __________________________ Printed Name __________________________

Degree Program __________________________ Date of Request __________________________

Original copy is submitted to Dean’s Office for forwarding to OPUS staff, and original kept in student file. Requests for renewal of 1 year embargo may also be submitted to Dean’s Office following the first year of embargo.