



# SCHOLARSHIP@CLAREMONT THESIS UPLOAD EXCEPTION REQUEST

Scripps College  
Office of the Registrar  
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### Instructions:

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

*Submit the electronic copy of your thesis in .pdf or .docx format by the thesis deadline either as an attachment via email to [registrar@scrippscollege.edu](mailto:registrar@scrippscollege.edu), or submit to the Registrar's Office on a flash drive.*

Student Name (please print): \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Names of Thesis Readers: 1<sup>st</sup> Reader \_\_\_\_\_ 2<sup>nd</sup> Reader \_\_\_\_\_

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](http://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 18 months.
- Students requesting an embargo must upload on the thesis submission deadline.

Provide access to my thesis in:

- 6 months       12 months       18 months

#### 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 Readers:

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

Signature of First Reader: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Second Reader: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Electronic thesis received:	_____
Thesis saved to Scripps network:	_____
Dean of Faculty Signature:	_____ Approved _____ Denied _____ Date _____