

WILLIAM & MARY

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School of Computing,  
Data Sciences & Physics

**Electronic Thesis/Dissertation (ETD) Packet Instructions**

The following forms are included in this ETD Packet:

1. Dissertation or Thesis Institutional Compliance Form
2. Distribution License and Embargo for Thesis, Dissertation Form

Both of these forms are required for students completing a thesis or dissertation in the School of Computing, Data Sciences & Physics (CDSP). Please complete this packet in its entirety. You and your advisor will sign the packet and it will be forwarded to the CDSP Dean's Office for final review and processing. You'll receive a copy of the packet via DocuSign once complete. If a signature of a William & Mary librarian is required for embargoes more than six years, the Assistant Dean for Graduate Studies will work with you on securing that signature via DocuSign.

## School of Computing, Data Sciences & Physics

### Dissertation or Thesis Institutional Compliance Committees Form

Use this form when submitting your final dissertation or thesis to the CDSP Dean's Office. Every CDSP graduate student must answer all questions on the form by checking either the box for "yes" or "no" for each question.

If you answer "yes" to any question, you must:

- Provide the appropriate committee protocol number and the date when written approval was received.
- Include the completed Compliance Page Template as a required page in your dissertation or thesis. See the Formatting for Theses and Dissertations page for details

#### Instructions

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Return this form by email to the CDSP Dean's Office ([cdsp-gradstudies@wm.edu](mailto:cdsp-gradstudies@wm.edu)) as a separate page (not inserted into the dissertation or thesis) when the final original dissertation or thesis is submitted. This form is due no later than the final deadline for submission of the final copy.

Signatures required before returning form:

- Student;
- Student's advisor.

School of Computing,  
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**Dissertation or Thesis Institutional Compliance**

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

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

Yes   No	Question	Oversight Committee	Protocol number and date of written approval (Enter N/A if your answer in the left column is No)
<input type="checkbox"/> <input type="checkbox"/>	Did this project involve surveys, testing of human subjects, or collection of information from living human beings?	Protection of Human Subjects Committee	
<input type="checkbox"/> <input type="checkbox"/>	Were live vertebrate animals be used in this project?	Institutional Animal Care and Use Committee	
<input type="checkbox"/> <input type="checkbox"/>	Did this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)?	Institutional Biosafety Committee	
<input type="checkbox"/> <input type="checkbox"/>	Did this project involve research with radioactive materials?	Institutional Radiation Safety Committee	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

## School of Computing, Data Sciences & Physics

### 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. Contact the appropriate W&M Libraries staff member listed at <https://libraries.wm.edu/appointments> you have questions, or if you opt for an embargo of more than six years.

#### Instructions

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All students submitting a thesis or dissertation must return both pages of this form by email to the CDSP Dean's Office at [cdsp-gradstudies@wm.edu](mailto:cdsp-gradstudies@wm.edu)

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.

School of Computing,  
Data Sciences & Physics

**Non-Exclusive Distribution License for Thesis, Dissertation**

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

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

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

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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 upto 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 for 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 CDSP 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 for Graduate Studies Date