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**Please explain below.**

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**Reason for requesting a Full Record Hold or Document Only Hold:**

(attach additional pages if needed)

**CHAIR/CO-CHAIR'S SIGNATURE**

I have discussed the availability choices with my student, and I approve of the choice the student has made.

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**Texas A&M University**  
**Electronic Theses and Dissertations (ETD)**  
*How to Choose an Availability Option*

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All Texas A&M University Electronic Theses/Dissertations (ETDs) will be made available immediately after graduation worldwide on the Internet via Texas A&M University Libraries. Availability may be delayed temporarily for circumstances such as patent consideration, compliance with research contractual terms, publication issues, etc.

**What comprises an ETD record?**

An ETD record includes several elements, as noted below:

*Metadata* – Data which describe the ETD record. These include, but are not limited to, the title, abstract, author, committee, keywords, etc.

*Document* – The ETD primary document which describes the independent research study that was undertaken to partially fulfill requirements for the degree sought – generally a single PDF file.

*Supplemental files* – Files which accompany the ETD document, are intended for public access, and provide additional details of the research (e.g., data sets, movie clips, etc.).

*License files* – Files which describe the license signed by the student author at the time of submission, granting Texas A&M University (or other parties) certain, limited rights for use.

*Administrative files* – Files provided to the Office of Graduate and Professional Studies for administrative processing purposes and/or for purposes of being included as part of the graduate student record (e.g., Written Thesis/Dissertation Approval Form, Copyright & Availability Form, etc.). These files are not made available to the public along with the ETD record.

**What is a “Full Record Hold,” and when would I choose it?**

Any research that would preclude worldwide release for an extended period of time or permanently (e.g., sponsored research, national security, personal risk) to comply with research contractual terms or patent considerations requires the “Full Record Hold.” The ETD record (not including administrative files) will be released immediately two years after the graduation date unless an extension is requested and approved.

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If you are submitting material to a publisher who has restrictive pre- or post-publication policies (e.g., restricts Internet access to material prior to publication), select the “Document Only Hold.” The ETD metadata will be made available for open access immediately following graduation via the Texas A&M University Libraries and ProQuest (for dissertations), but the document and supplemental files will be restricted during the embargo period. The ETD document and supplemental files will be released immediately after two years unless an extension is requested and approved.

**How do I extend a hold?**

A hold may be extended for up to two years (for the first extension) and then one year at a time for any additional extensions. The request must be made prior to expiration and appropriate justification must be included. Each request for extension will be reviewed on a case-by-case basis.

Graduate students and faculty (as research sponsors) bear responsibility for requesting extensions. A timely request is important in order to extend any hold periods. Please complete and submit the “Request for Extension of Thesis/Dissertation Hold” form found at [ogaps.tamu.edu](http://ogaps.tamu.edu).

*For additional questions or concerns regarding availability options, please contact Thesis & Dissertation Services at [thesis@tamu.edu](mailto:thesis@tamu.edu) or 979-845-3631.*