



To: Graduate School

From: (Name of Graduate Director), PhD, Graduate Director for ()

(Name of Thesis Advisor), Thesis Committee Chair

Date: XXXXX

RE: Delayed Release Request for (insert student name)

On behalf of his/her thesis committee, we are requesting a (one or two)-year delayed embargo of (insert student name)'s thesis (USC ID XXXXXXXX). (Mr. or Ms. student last name) intends to submit a manuscript from his/her thesis to a journal for publication. This embargo will allow him/her to pursue journal publication of his/her work prior to publication of his/her thesis.

Thank you very much. Please email (insert Thesis Committee Chair name) if you have any questions at ([Chair email address](#)).