

University Policy 3.03.02

Publication of Dissertations

Revised Policy Approval Date: June 6, 2017

Revised Policy Effective Date: August 1, 2017

Revised Procedure Approval Date: March 31, 2020

Revised Procedure Effective Date: July 1, 2020

POLICY STATEMENT

Capella University requires that all Capella students' dissertation manuscripts be published in partial fulfillment of their doctoral degrees.

In relation to student dissertations, Capella University has perpetual, royalty-free rights to the following: copying and distributing dissertations as part of Capella University's normal dissertation review process; placing copies of dissertations on Capella University's website or archiving them with the Capella-approved website; making the dissertations available to accrediting bodies, regulators, and other external groups who ask to review the dissertations for purposes of Capella's business operations status; and performing any other action with respect to dissertations that is required by law, accreditation, or regulation. Further, Capella University has the right to publish dissertations, subject to students' advance approval; that approval must not be unreasonably withheld or delayed. The use of publication embargoes or restrictions is not permitted under this policy. Capella University strongly encourages students to include a copyright notice on their dissertations and to register their dissertations with the U.S. Copyright Office.

RATIONALE

The purpose of this policy is to empower the university to disseminate new knowledge and increase the availability of its students' research to scholars; provide students with the opportunity to publish and understand issues associated with publishing; and electronically preserve students' dissertations in a secure venue.

DEFINITIONS

Embargo

An embargo is a delayed release or restriction of access to the published dissertation for some period of time.

Manuscript

A manuscript is a student's final dissertation as approved through the associated process.

PROCEDURES

Submitting and Publishing the Dissertation Manuscript

I. Students complete the required review process for the dissertation

- II. Capella University sends students information regarding the publication process.
- III. Students may not publish a Capella dissertation using an “embargo” or “restriction” option.
- IV. All procedures in this policy apply to students in programs in GuidedPath and FlexPath formats.

POLICY OWNERS

Academic Owner: Doctoral Success Center
Operations Owner: Doctoral Success Center

RELATED DOCUMENTS

University policy 3.01.01 Academic Integrity and Honesty
University policy 3.03.03 Use of Confidential Information
University policy 3.03.06 Research Misconduct
University policy 4.01.02 Retention of Student Records
Dissertation Manual

REVISION HISTORY

Original Policy Approval Date: July 27, 2002
Revision Dates: 2-19-06; 1-11-07; 9-17-07; 7-25-17; 3-31-20
Administrative edits as a result of ongoing review: 2-22-10; 5-17-11; 4-17-12; 8-6-12; 2-10-14;
8-11-16; 4-1-18; 1-1-19; 7-1-20; 7-1-23; 4-1-25