

## **University Policy 3.03.02**

## **Publication of Dissertations and Doctoral Capstones**

**Policy Revision Approval Date: June 6, 2017**

**Policy Revision Effective Date: August 1, 2017**

**Procedure Approval Date: July 25, 2017**

**Procedure Effective Date: August 1, 2017**

### **POLICY STATEMENT**

Capella University requires all doctoral learners to publish a dissertation or doctoral capstone manuscript written in partial fulfillment of their doctoral degree.

In relation to learner dissertations and doctoral capstone manuscripts, Capella University has perpetual, royalty-free rights to the following: copying and distributing dissertations and doctoral capstone manuscripts as part of Capella University's normal dissertation and doctoral capstone review process; placing copies of dissertations and doctoral capstone manuscripts on Capella University's website or archiving them with the Capella-approved website; making the dissertations and doctoral capstone manuscripts available to accrediting bodies, regulators, and other external groups who ask to review the dissertations and doctoral capstone manuscripts for purposes of Capella's business operations status; and performing any other action with respect to dissertations and doctoral capstone manuscripts that is required by law, accreditation, or regulation. Further, Capella University has the right to publish dissertations and doctoral capstone manuscripts, subject to learners' 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 learners to include a copyright notice on their dissertations and doctoral capstones and to register their dissertations and doctoral capstones with the United States Copyright Office.

### **RATIONALE**

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

### **DEFINITIONS**

#### Embargo

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

#### Manuscript

A manuscript is a learner's final dissertation or doctoral capstone as approved through the associated milestone process.

## **PROCEDURES**

### Submitting and Publishing the Dissertation or Doctoral Capstone Manuscript

- I. Learners complete the required review milestones as a part of the dissertation or doctoral capstone process.
- II. Capella University sends learners information regarding the publication process.
- III. Learners may not publish a Capella dissertation or doctoral capstone manuscript using an “embargo” or “restriction” option.

## **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 Learner Records

University policy 4.01.03 Retaining Learner Work Products and Grading Records

*Dissertation Manual*

## **REVISION HISTORY**

Original Policy Approval Date: July 27, 2002

Revision Dates: 2-19-06; 1-11-07; 9-17-07; 6-25-17

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