

# Electronic Thesis and Dissertation (ETD) Release Form

Student papers, projects, and other academic creations, whether in printed or electronic form, nearly always enjoy automatic copyright protection as soon as the work is fixed in some tangible form. Student academic creations might also constitute academic records and be subject to privacy protections under other federal and state laws.

Kansas Board of Regents Intellectual Property Policy (Section A.5), the Student Records Policy, and other federal and state laws (e.g., the Family Educational Rights and Privacy Act and the Kansas Open Records Act) may define and protect student records and other privacy interests relating to the use and release of materials arising out of or prepared for educational endeavors.

By signing the ETD Release form, the student is specifically granting a non-exclusive distribution license to the University of Kansas for the purposes set forth in this document, authorizing disclosure of the student's work to others, and is relinquishing and waiving any claims that may arise under any statutory or common law protections as a result of the use of this work for these purposes.

Non-exclusive Distribution License: To properly administer this Research Repository and preserve the contents for future use, the University of Kansas (KU) requires certain permissions from you, the author(s) or copyright owner. By accepting this license, you still retain copyright to your work. You do not give up the right to submit the work to publishers or other repositories. By accepting this license, you grant to the University of Kansas the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the metadata and abstract) worldwide, in any format or medium for non-commercial, academic purposes only.

KU will clearly identify your name(s) as the author(s) or owner(s) of the submission, including a statement of your copyright, and will not make any alteration, other than as allowed by this license, to your submission. You agree that KU may, without changing the content, translate the submission to any medium or format and keep more than one copy for the purposes of security, back up and preservation. You also agree that authorized readers of your work have the right to use it for non-commercial, academic purposes as defined by the "fair use" doctrine of U.S. copyright law, so long as all attributions and copyright statements are retained. If the submission contains material for which you do not hold copyright and that exceeds fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant KU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

**A. The University of Kansas will accept the thesis or dissertation only if the student signs this release form. By signing below, I agree to the terms of the Non-exclusive Distribution License and attest to the accuracy of all the information I have supplied on both pages of this document.**

**Student Name** (please print): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Expected graduation date:** \_\_\_\_\_  
Semester/Year

**Department/program:** \_\_\_\_\_

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

**School/College Administrator** (print name): \_\_\_\_\_  
(Graduate Studies signature at KUMC)

**School/College Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Updated 24 November 2015 - This form is not complete until page 1 and page 2 have been read and signed where necessary.*

# Electronic Thesis and Dissertation (ETD) Release Form

**A. 1. COPYRIGHT:** You affirm that the content of your submission does not, to the best of your knowledge, infringe upon anyone's copyright through, but not limited to, plagiarism, unapproved reproduction of materials or improper citation. (Please check all that apply.)

**I understand and agree:**

- Document does not contain copyrighted materials and includes proper citations
- Material usage falls under fair use (legally binding, keep fair use checklist on file)
- Copyrighted material used with owner's permission (provide documentation of permissions)

**A. 2. ACCESS:** Your thesis or dissertation will be made available in ProQuest/UMI, a subscription-based database and KU ScholarWorks, an online repository where the theses and/or dissertations will be publically accessible.

**A. 3. DELAYED AVAILABILITY – EMBARGO:** Delayed availability of scholarly work due to patents pending, sensitive data or pending publication. Embargoing the thesis or dissertation on KU ScholarWorks requires two steps:

- a. Obtain permission from the Director of Graduate Studies in your department, Department Chair, Committee Chair, or Dean of your School/Graduate Division.
- b. Select the embargo option when submitting your thesis or dissertation electronically.

For more information on the policy and procedure for embargo, go to <http://www.graduate.ku.edu/submitting>.

*Your decision to embargo your thesis or dissertation on KU ScholarWorks does not apply to ProQuest/UMI. You must submit a separate request to ProQuest/UMI to embargo your thesis or dissertation on that database.*

**I want an embargo for my thesis or dissertation:**

- No** – Sign page 1 of this form and submit to your School/College office. By indicating “No” you understand that your work will be publically available via KU ScholarWorks.
- Yes** – (If “Yes”, section B must be completed) Note that embargoes will expire at the end of the given period starting with the month of graduation. Requests for renewals must be received by Graduate Studies one full month before the embargo expires. Upon expiration of an embargo your work will be publically available via KU ScholarWorks.

**A. 4. EMBARGO OPTION [choose one]:** For more information on embargoes, see the Embargo Policy for Theses and Dissertations published in the KU online Policy Library.

- 6 months                       1 year                       2 years

**B. EMBARGO APPROVAL:** Approval from the Director of Graduate Studies in your department, Department Chair, or Committee Chair is required for an embargo to be placed on your thesis or dissertation. In some cases the signature of the Dean of your School/Graduate Division may be substituted for departmental approval. Please consult with your Graduate Division if you have questions. Approval from the Department Graduate Director, Department Chair, or Committee Chair is required at the KU Medical Center.

**Student Name** (please print): \_\_\_\_\_ **Department :** \_\_\_\_\_

**Faculty Name** (print name): \_\_\_\_\_ **Faculty Title:** \_\_\_\_\_

**Faculty signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Updated 24 November 2015 - Submit this form to your School/Graduate Division > Graduate Studies > KU Libraries*