

ETD Release Form FAQ

- **Why do I need to complete an ETD Release Form?**

Although you submit similar information to UMI/ProQuest, KU is also required to obtain a record of your publication preferences and acknowledgment of copyright regulations in order to publish, or withhold publication, of your thesis/dissertation on [KU ScholarWorks](#), KU's open access electronic repository of scholarly work. Specifically, this form serves as legal documentation in which you confirm ownership of your thesis/dissertation and acknowledge correct use of others' ideas or pre-existing sources. For these reasons, your title and name must be presented exactly as they are on your acceptance page, including punctuation and capitalization. Otherwise, COGA will request a corrected form, which may delay publication.

- **Who is the School / College Administrator that signs after bullet point A. at the bottom of Page 1?**

The administrator who signs page one on your behalf is in the [College Office of Graduate Affairs](#). Submit the ETD Release Form to the cogadocs@ku.edu email queue without the signature. It will be reviewed and signed at the College Office of Graduate Affairs. Faculty or staff from your department may **not** sign this part of the form.

- **Which box should I check under bullet point A.1. Copyright?**

- Check the first box if:
 - The document contains any citations.
 - The document contains no sources – it is entirely your work and independent with no quotes, paraphrasing, or references to the work of others. This is rare.
 - The document contains reproductions of or selections from copyrighted materials that required permission for use from the publisher, author, or any other individual or agency with authority over the materials' usage. In this case, you should also retain the proof of permission for use of the materials.
- Check the second box if:
 - The document contains any material that falls under fair use. If you are unsure if the sources used would require the selection of this option, [KU Libraries Copyright Resources page](#) gives links to several fair use checklists and lists contacts within the University who can assist you:
 - http://copyright.cornell.edu/policies/docs/Fair_Use_Checklist.pdf
 - <http://librarycopyright.net/resources/digitalslider>
 - <https://openaccess.ku.edu/copyright-decision-tree>
- Check the third box if:
 - The document contains any copyrighted material that is being used with the owner's permission. Documentation of permissions will need to be provided.

- **Do I need to embargo my thesis/dissertation in bullet point A.3.?**

Probably not, but a small number of students have situations that might require that their work be withheld from publication for a period of time. Choosing an embargo allows you to delay public access for a period of 6 months, 1 year, or 2 years, based on your needs. Creative Writing MFA and PhD students also have the option of filing for a permanent embargo. Situations where an embargo would be used include:

- Your work is associated with pending patents.

- Your document contains sensitive information, data or restricted research pertaining to a third party (e.g. a private company, the state department, etc.) that must be reviewed and approved by that third party in advance of publication.
- You have been offered or anticipate a book deal, or other publication deal, and as terms of the agreement or possible publication agreement your work may not be published on any other site in advance their release or for some agreed upon period of time.
- Your department has advised you to get an embargo.

KU's [Embargo Policy for Theses and Dissertations](#) will assist you with determining whether or not an embargo is necessary for your work. Your advisor/committee chair is also an excellent source for helping you determine if you should file for an embargo.

- **If I do not want to request an embargo, how do I complete the Delayed Availability – Embargo section?**

Check “No” and do not complete the rest of the form. The bottom of Page 2 only warrants completion by those who are requesting an embargo. If you check, “No,” leave the signature section under the bullet “B. Embargo Approval” blank.

- **If I do want to request an embargo, how do I complete the Delayed Availability – Embargo section?**

Check “Yes,” select a timeframe for which you wish your work to be embargoed, and retrieve the signature of your Committee Chair, Department Chair, or the Director of Graduate Studies. Carefully read the [Embargo Policy for Theses and Dissertations](#). Please note that this embargo request only applies to KU ScholarWorks. To have your publication withheld on ProQuest/UMI as well, you will need to submit their embargo request when submitting the thesis or dissertation electronically. *If you file for an embargo with KU, you must file for a delay on release of publication with ProQuest/UMI for the same length of time.*

- **Where can I get more information and help with formatting my thesis/dissertation?**

The KU Library offers online tutorials, onsite trainings, and open lab hours for all facets of formatting the Electronic Thesis or Dissertation. Resources are listed on the [KU Thesis and Dissertation Formatting page](#) of the KU Libraries site.

Quick Reminders:

- Be sure that your name and title are presented exactly as they are on the signed acceptance page. Otherwise, COGA will require the submission of a revised form.
- You only need department signatures if you are filing for an embargo. If you are filing for an embargo, you only need signatures on page 2 prior to submitting the form to COGA.
- You are required to at least one box in section “A.1 Copyright.”
- Completed graduation documents, including the ETD release form, should be submitted to cogadocs@ku.edu or in 102 Strong Hall.
- COGA is always willing to answer any questions you have during the graduation process. You may reach us at coga@ku.edu or 785-864-4201.

If you have any questions about the ETD release form that are not addressed in this document, please bring these to our attention by emailing us at coga@ku.edu.