CURRY SCHOOL OF EDUCATION
POLICY ON ELECTRONIC SUBMISSION OF DOCTORAL DISSERTATIONS & CAPSTONE PROJECTS
Approved by Faculty Council on September 19, 2013
(effective for graduating doctoral students in Spring semester 2014)

Upon completion of all degree requirements, doctoral students must upload the final, approved version of the dissertation or capstone project to the University Library's digital repository, also known as LIBRA, by the following deadlines:

- Fall graduation – December 1
- Spring graduation – May 1
- Summer graduation – August 1

Information regarding the repository, the submission process, and copyright law is available through the LIBRA website. Please note the following:

- The title page and signatory pages of the dissertation should be formatted according to the templates approved by the Curry School. A hard copy of the signatory page containing all committee signatures must be submitted to the Curry School Dean's Office prior to the electronic submission of the document to LIBRA. **In the electronically submitted PDF document, the signatory page should not include committee member signatures.**

- Students are responsible for ensuring that they upload the final, approved version of their dissertation or capstone project. Documents submitted to LIBRA cannot be deleted or corrected.

- An embargo period of time during which your dissertation is saved in Libra but not available for worldwide distribution. While under embargo, the metadata (such as title and abstract) for your work is available to the world, but the full text of your work is not. During the uploading process, students set the embargo period, which may be for 6 months, 1 year, 2 years, or 5 years, or they may choose to set no embargo period.

- The dissertation title submitted to the Curry School of Education will appear in the LIBRA upload interface. If the title listed in LIBRA does not match the final dissertation title, you must stop the upload process and inform the Curry School. The dissertation title listed in SIS and Libra should be identical.

- LIBRA will accept the dissertation as a single PDF document up to 100MB. Students also have the option to upload supplemental files. There are no formatting requirements or restrictions; however students should adhere to traditional physical standards if they wish to purchase bound copies from Printing and Copying Services.

- Students may choose to additionally submit their dissertation to Proquest, but this is not required. All fees associated with submission to Proquest are the responsibility of the student.