

Cotley Digital Commons Submission Approval Form

Name: _____

ID#: _____

Permanent E-mail: _____ Phone: _____

Degree/Major(s): _____

Name of Faculty Advisor: _____

Faculty E-mail: _____

Title of Submission: _____

Submission of Abstract Only

Submission of Full Body of Work

SUBMISSION REVIEW AND APPROVAL

STUDENT AGREEMENT:

My signature below indicates that my submission has been reviewed and approved by my faculty advisor and I verify that it is the final approved version.

- I verify that I have reviewed the [Cotley Digital Commons Submission Guidelines](#)
- I represent that my submission is my original work. Proper attribution has been given to all outside sources.
- I understand that I am solely responsible for obtaining any needed copyright permissions. I have obtained and attached hereto needed written permission statements(s) from the owner(s) of each third-party copyrighted matter to be included in my work, allowing electronic distribution (if such use is not permitted by the fair use doctrine).
- I hereby grant to Cotley College and its agents the non-exclusive license to archive and make accessible my work in whole or in part in all forms of media, now or hereafter known.
- I agree that the submission mentioned above may be made available immediately for worldwide access unless a preapproved embargo applies.

- I retain all other ownership rights to the copyright of my work. I also retain the right to use in future works (such as articles or books) all or part of my work.
- I understand that I am free to register the copyright to my work.

NOTE: Explanations of some terms in the agreement are found below.

Student Signature: _____ Date: _____

Faculty Capstone Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

Explanations of terms in the agreement

What is a third-party copyrighted matter?

- A third-party copyrighted matter is an original work (e.g., writing, music, drawing, etc.) whose copyright is owned by somebody or an entity other than you and the university. If you include this kind of material in your project, you may have to seek permission from the copyright holder.

What is the fair use doctrine?

- The fair use doctrine is part of the U.S. copyright law that makes it acceptable “to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports” without the copyright holder’s permission. See this page for details: <http://www.copyright.gov/fls/fl102.html>.

What is a non-exclusive license?

- A non-exclusive license is the permission granted by a copyright holder for using his/her work (e.g., a song, a short story, a patented invention, etc.). The non-exclusivity enables the copyright holder to grant the same permission to someone else. The college has to receive a non-exclusive license from you before we can post your project online for free public access. You are free to grant the same non-exclusive license to other people or entities.

What is a preapproved embargo?

- A preapproved embargo is a faculty-imposed delay in providing access to your project for a legitimate reason. The delay can be 6 months, 1 year, or 2 years from the project completion date.

How can I register the copyright to my work?

- You can register the copyright to your work through the U.S. Copyright Office online system: <http://www.copyright.gov/eco/>. There is a filing fee for the registration.