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Student Scholarship Revision Policy

Executive Sponsor:
Dean of the Library

Responsible Offices:
Deans' Offices
Weinberg Memorial Library

Originally Issued:

Revised:

I. Policy Statement

Student scholarship submitted to the University Archives and published through the Library's digital collections constitute part of the University's scholarly record and is considered final upon submission and approval. As such, the original submitted work will not be altered or replaced once it has been processed and made part of the permanent record. In limited circumstances, corrections or revisions may be made through the addition of supplementary materials, revised versions, or formal withdrawal, provided that all changes are clearly documented and preserve the integrity and transparency of the scholarly record. All such requests are subject to review and recommendation by the Dean of the relevant college, with final approval by the Dean of the Library.

II. Reason for Policy

This policy establishes a framework for managing post-submission changes to student scholarship while preserving the integrity, stability, and citability of the scholarly record. It ensures that any corrections or revisions are handled in a transparent and consistent manner, balancing the need for accuracy with the University's responsibility to maintain a reliable historical record of student research.

III. Entities Affected by This Policy

- All undergraduate and graduate students enrolled at The University of Scranton
- Alumni
- University Archives, Weinberg Memorial Library
- Deans' Offices
- Provost's Office

IV. Website Address for this Policy

www.scranton.edu/library/submitscholarship

V. Related Documents, Forms, and Tools

- Student Scholarship Submission Form
- Graduate Thesis Approval Form
- Student Scholarship Embargo Policy
- Student Scholarship Embargo Policy (in process)

- University of Scranton Research Misconduct Policy
- Academic Integrity Policy

VI. Contacts

- University Archives, Weinberg Memorial Library
  (570) 941-6341
  archives@scranton.edu

- College of Arts and Sciences Dean's Office
  (570) 941-7560

- Kania School of Management Dean's Office
  (570) 941-4208

- Leahy College of Health Sciences Dean's Office
  (570) 941-6305

  Weinberg Memorial Library Dean's Office
  (570) 941-4008

VII. Definitions

- **Scholarly Record**: The complete and enduring body of documentation associated with a student's submitted academic work, including the original submission, any subsequent revisions or supplementary materials, and all related metadata.
- **Version of Record**: The final, formally approved version of a student's scholarly work at the time of submission, which serves as the authoritative and citable document. The version of record is fixed and is not altered after publication.
- **Revision**: A modified version of a scholarly work submitted after initial publication, typically to correct errors or update content.
- **Minor correction/revision**: A modification that addresses typographical errors, formatting inconsistencies, broken links, or other surface-level issues that do not affect the intellectual content, findings, methodology, or conclusions of the work. Minor corrections do not alter the Version of Record; they are documented in the Scholarly Record and, where appropriate, reflected in a new version filed alongside the original submission.
- **Substantive correction/revision**: A modification that materially affects the intellectual content of a work, including but not limited to corrections to data, methodology, findings, conclusions, citations, or authorship attribution. Substantive revisions require documented justification and final approval by the Dean of the Library, and result in a new version that is clearly identified in the Scholarly Record. The original Version of Record is retained and remains part of the permanent record.
- **Erratum/Addendum**: A supplementary document that identifies and corrects errors or provides clarification without altering the original work.
- **Withdrawal**: Removal of public access to a work under exceptional circumstances. A withdrawal notice may remain publicly visible in order to preserve the integrity of the scholarly record. The public notice will describe the status of the work in language approved by the Dean of the Library in consultation with University General Counsel.

VIII. Responsibilities

- Students are responsible for ensuring the accuracy and completeness of their work at the time of submission.
- Faculty advisors and academic departments are responsible for reviewing and approving student scholarship prior to submission and, in the case of substantive revisions or addendum, must be consulted in the evaluation of revision requests.
- The University Archives and Weinberg Memorial Library are responsible for maintaining the integrity of the scholarly record, administering access and version control within the digital collections, and implementing approved changes in a transparent manner.
- Students are responsible for submitting post-publication revision or withdrawal requests with written justification to the Dean of their college.
- External parties (scholars, rights holders, or members of the public) may submit concerns regarding student scholarship, including potential copyright violations, privacy issues, or other legal or ethical matters. Such concerns will be reviewed in accordance with this policy.
- The Deans' Offices are responsible for reviewing and approving requests for revisions, replacements, or withdrawal of student scholarship.

IX. Procedures

1. Upon submission and approval by University Archives, student scholarship is considered final and becomes part of the University's permanent scholarly record. The original file will not be altered or replaced.
2. Students or alumni (henceforth "student(s)") requesting changes after submission must submit a written request to the University Archives and include sufficient detail to support review. In cases of minor corrections, University Archives may make revisions without further consultation. In cases deemed substantive, University Archives will forward the request to the Dean of the student's college, outlining the nature of the proposed change and the reason for the request. The college Dean's office will review the request, may seek faculty feedback on the proposed revision, and will forward a recommendation to the Dean of the Library within 20 business days of receipt. The Dean of the Library will notify the requester and the student of the final decision within 10 business days of receiving the college Dean's recommendation. In cases where the student's enrollment predates the current college structure, the Provost's Office shall serve in lieu of the college Dean.
3. Requests for substantive correction, revision, or withdrawal may also be initiated by individuals other than the student, including faculty, researchers, rights holders, or members of the public. Such requests must be submitted in writing to the University Archives and include sufficient detail to support review. Upon receipt of a request from an external party, the University Archives will conduct a preliminary review and consult with the appropriate Dean's Office. The college Dean's office will review the request, may seek faculty feedback on the proposed revision, and will forward a recommendation to the Dean of the Library within 20 business days of receipt. The Dean of the Library will notify the requester and the student of the final decision within 10 business days of receiving the Dean's recommendation. In cases where the student's enrollment predates the current college structure, the Provost's Office shall serve in lieu of the college Dean.
4. Requests for minor corrections may be addressed through the addition of an erratum or addendum, which will be linked to the original work without modifying the original file.

In cases of minor corrections, University Archives may make revisions without further consultation.

5. Requests for substantive revisions may result in the addition of a revised version of the work. In such cases:
    a. The original version will remain accessible.
    b. The revised version will be clearly labeled and dated.
    c. A note describing the nature of the revision will be included in the record.
6. Requests for withdrawal or replacement of a work will be considered only in exceptional circumstances, including but not limited to:
    a. Documented copyright violations
    b. Sensitive or restricted information requiring removal
    c. Significant errors that invalidate the work
    d. Legal, statutory, or ethical concerns

    The University may temporarily restrict public access to a work pending review of credible legal, copyright, privacy, or regulatory concerns.
7. Approved withdrawals will not remove the record entirely. A public notice will remain indicating that the work has been withdrawn from public access. The content of the notice will be determined by the Dean of the Library in consultation with University General Counsel and may be limited to information necessary to preserve the integrity of the scholarly record while protecting privacy, legal interests, and the rights of involved parties. Public notices will not disclose personally identifiable student information except as permitted by applicable law and University policy.
8. All requests for substantive revision, replacement, or withdrawal, whether initiated by the student or external party, require review and approval by the Dean of the student's college in consultation with the academic department, University Archives, and, where appropriate, University General Counsel.
9. Where a concern about potential research misconduct in connection with published student scholarship, including but not limited to plagiarism, fabrication, or falsification, is identified, notice of such concern may be brought to the Dean of the relevant college by any member of the University community. In cases where the relevant college is unclear or no longer applicable, notice may be brought directly to the Dean of the Library. Upon receiving such notice, the Dean of the Library will request that the Chief Research Officer conduct a review of the claim in a process that mirrors the Research Misconduct Policy's procedures. Upon completion of the formal review, the Chief Research Officer will provide a written recommendation to the Dean of the Library regarding the appropriate disposition of the work within the University Archives. The Dean of the Library will determine the course of action, which may include withdrawal, revision, or other remediation consistent with this policy. This procedure governs the disposition of published works in University Archives and does not supersede or modify the investigation, findings, or disciplinary procedures established under the Research Misconduct Policy or Academic Code of Honesty.
10. The Dean of the Library's decisions regarding withdrawal or substantive revision of works in University Archives will be reported to the relevant college Dean and the Provost / Senior Vice President for Academic Affairs. In cases involving research misconduct, the college Dean or the Provost/Senior Vice President for Academic Affairs may initiate further action.
11. The University Archives will document all approved changes within the digital collections system to ensure transparency, version control, and continued discoverability.

Policy Approval History