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Student Scholarship Embargo Policy

Executive Sponsor:
Dean of the Library

Responsible Offices:
Deans' Offices
Weinberg Memorial Library

Originally Issued: October 2026

Revised:

I. Policy Statement

Students and alumni may request an embargo restricting public access to their scholarship for a period of up to three (3) years from the date of submission to the University Archives. During this time, the full text of the work will not be publicly accessible, though descriptive metadata, including the title, author, and abstract, will remain visible in the Library's digital collections to support discovery. At the conclusion of the embargo period, the work will automatically become openly accessible without requiring further action from the author. Requests for extensions beyond the initial embargo period will be considered only in exceptional circumstances and will require formal review and a recommendation by the Dean of the student's college, with final approval by the Dean of the Library.

II. Reason for Policy

This policy establishes a time-limited framework that balances students' legitimate needs to temporarily restrict access to their scholarship with the University's commitment to preserving and providing long-term access to student scholarship.

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 Revision 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

- **Embargo**: A temporary restriction that limits public access to the full text of a scholarly work for a defined period of time, after which the work becomes openly accessible.
- **Metadata**: Descriptive information about a work, such as title, author, abstract, and keywords, which remains publicly visible to support discovery even during an embargo period.
- **Open Access**: The condition in which a work is freely available online to the public without access restrictions.

VIII. Responsibilities

- Students are responsible for determining whether an embargo is appropriate for their work and for selecting an embargo option, if desired, at the time of submission to the University Archives.
- Faculty advisors and academic departments are encouraged to provide guidance to students regarding publication considerations, intellectual property, and disciplinary norms that may influence embargo decisions.
- The University Archives and Weinberg Memorial Library are responsible for administering student scholarship collections, managing embargo settings, maintaining access controls, and ensuring the timely and accurate release of materials at the conclusion of embargo periods.
- The Deans' Offices are responsible for reviewing requests for embargo extensions beyond the initial period, and will forward a recommendation to the Dean of the Library, who holds final approval authority, in accordance with this policy.

IX. Procedures

1. Students whose degree programs require the completion and departmental approval of a thesis, dissertation, or equivalent culminating work must submit that work to the University Archives via the Library's electronic submission portal. At the time of submission, students will designate an access level; works are made openly accessible by default, though students may request an embargo of up to three (3) years with appropriate justification.
2. Embargo requests are applied at the point of submission and do not require additional approval unless an extension beyond the initial embargo period is requested.
3. During the embargo period, the full text of the work will remain restricted, while descriptive metadata, including abstracts, will remain publicly accessible through the Library’s digital collections.
4. The University Archives will manage access controls and embargo settings within the digital collections and will oversee the automated release of materials at the conclusion of the embargo period.
5. Students or alumni seeking an extension of an embargo must submit a written request to the Dean of their college prior to the expiration of the original embargo period. The college Dean’s office will review the request and forward a recommendation to the Dean of the Library within 20 business days of receipt. The Dean of the Library will notify the requester of the final decision within 10 business days of receiving the recommendation. Extension requests are granted only in exceptional circumstances, which may include but are not limited to a pending patent application, an active publication contract, or the continued presence of sensitive or restricted data. Extensions will not exceed (1) additional year per request, and no more than two extensions may be granted for any single work.

Policy Approval History