The Dayton Memorial Library will publish, preserve, and catalog electronic copies of final projects for all graduates. The electronic copy of the final project will be recorded in library catalog (http://lumen.regis.edu/), preserved, and made available online via the Regis University Digital Repository (https://rudr.coalliance.org/). Students who would like to have their final project published online are required to submit all the required documents and permissions.

Checklist for Forms Required for Submission of Final Project for Publication:

- Final Project Authorization to Publish Online Form - must have student’s original signature.
- Final Project Certification of Authorship - must have student’s original signature.
- Advisor/Faculty Professional Project Approval Form - must have faculty advisor’s signature.

- (As Needed Only) Releasor Authorization to Publish Student Work Online - must have original signature if proprietary or private material or information from an organization or individual is used.

Projects which have not been approved and graded cannot be published. Incomplete or unsigned required forms will be returned.

Requirements for Electronic Copy:

- Final project must be in Microsoft® Word (.doc, .docx) format or unencrypted PDF format
- Include all signed electronic publication permission form(s) and Faculty Approval Form
- Electronic Catalog Request Form (Completed and submitted by Department Administrator)

Submission:

Submit electronically to Department Administrator, Melissa Piper, at mspiper@regis.edu
Regis University
College for Professional Studies Graduate Programs
Professional Project

Authorization to Publish Student Work Online
in the Regis University Digital Repository

I, _______________________________ [print name], the undersigned student, in the ____________________________ Degree Program hereby authorize Regis University to publish through a Regis University owned and maintained web server, the document described below (“Work”). I acknowledge and understand that the Work will be freely available to all users of the World Wide Web and the Regis University Digital Repository under the condition that it can only be used for legitimate, non-commercial academic research and study. I understand that this restriction on use will be contained in a header note on the Regis University web site but will not be otherwise policed or enforced. I understand and acknowledge that under the Family Educational Rights and Privacy Act I have no obligation to release the Work to any party for any purpose. I am authorizing the release of the Work as a voluntary act without any coercion or restraint. On behalf of myself, my heirs, personal representatives and beneficiaries, I do hereby release Regis University, its officers, employees and agents from any claims, causes, causes of action, law suits, claims for injury, defamation, or other damage to me or my family arising out of or resulting from good faith compliance with the provisions of this authorization. This authorization shall be valid and in force until rescinded in writing.

Print Title of Document(s) to be published: __________________________________________________________

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Student Signature ____________________________ Date __________________________

Complete if applicable:

☐ The Work contains private or proprietary information of the following parties and their attached permission is required as well:

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☐ I do not authorize Regis University to publish my work

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Student Signature ____________________________ Date __________________________
Certification of Authorship of Professional Project Work

Print Student’s Name

Telephone Email

Date of Submission Degree Program

Advisor/Faculty name:

Title of Submission

Certification of Authorship:

I hereby certify that I am the author of this document and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. I have also cited all sources from which I obtained data, ideas or words that are copied directly or paraphrased in the document. Sources are properly credited according to accepted standards for professional publications. I also certify that this paper was prepared by me for the purpose of partial fulfillment of requirements for the Degree Program.

________________________________________  ________________
Student Signature  Date
Regis University
College for Professional Studies Graduate Programs
Professional Project

Student’s Name: _____________________________________ Program ______

Professional Project Title: ______________________________________

________________________________________

Advisor Name ______________________________________

Project Faculty Name ______________________________________

Advisor/Faculty Declaration:

I have advised this student through the Professional Project Process and approve of the final document as acceptable to be submitted as fulfillment of partial completion of requirements for the ________ Degree Program.

Advisor Approval:

____________________________________________________________________

Original Signature & Date

The student has received project approval from Faculty and has followed due process in the completion of the project and subsequent documentation.

Degree Chair or Project Faculty Approval:

____________________________________________________________________

Original Signature & Date
I, _____________________________ the undersigned, _____________________________

Print Name of Company/Organization Representative Representative’s Title

on behalf of _____________________________ (“Releasor”) do hereby authorize

Company/Organization Name

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Print Student Name: _____________________________

Title(s) of document(s) to be published: _____________________________

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APPROVED BY: _____________________________ DATE: __________

Company/Organization Releasor Signature

Note: It is the student’s responsibility to obtain the necessary release(s) prior to submitting the Final Project for
publication. Please print your name and list all applicable documents.