



Policy Title: Intellectual Property and Copyrights Policy

Policy Number: PRO.101

Policy Owner: Provost

Responsible Office: Provost's Office

Revision Date: 9/5/2017

1. Purpose and Scope

North American University (NAU) Intellectual Property and Copyrights Policy is established to describe the procedures and guidelines, to create an environment that will encourage creativity and innovation, to recognize and protect the intellectual property rights of faculty, staff, students, and the university. North American University's Intellectual Property and Copyrights Policy applies to all employees and students.

2. Policy

Faculty members hold copyright to all course materials including videos, webinar recordings, discussion questions, assignments, articles, lecture notes and syllabi. Course materials on NAU Moodle, the online course management system, created jointly by faculty authors and others will be jointly owned by the faculty author and the university.

North American University reserves the right to affirm ownership to any intellectual property created under any of the following circumstances:

- Works created with significant use of university facilities, resources, technical support or financial support.
- Works created as a result of external funding.
- Funding an employee or student to develop the material.

North American University has the ownership of all student course work, such as assignments, homework, projects, videos, and articles. Copyright notice is required to protect and recognize authorship and the integrity of the work. A copyright notice must be affixed to the intellectual property and should contain:

- the word "copyright"
- a "c" in a circle (©)
- the date of publication, and
- the name of either the author or the owner of all the copyright rights in the published work.

Any disagreements in regards to the ownership of the intellectual property will be resolved by the Provost.

3. Who Should Read This Policy

- Students
- Faculty and Staff

4. Related Documents and References

- Academic Catalog