



Policy for Use of Copyrighted Material

I. Policy Statement

Students, faculty, and staff may not act as distributors of copyrighted material to others, including the dissemination of copyrighted material by any means without written permission from the copyright holder. This mandate excludes copyrighted material for educational use.

II. Purpose

The purpose of the policy is to provide guidelines for the use of copyrighted materials.

III. Scope/Coverage

This policy applies to all students, faculty and staff.

IV. Procedure

A. Students, faculty, and staff shall not transfer copyrighted material onto a computer for any use other than personal study or for educational purposes. Some of the material provided to the student by CNUCOM via electronic means may be "printable" from student's personal computer for student's use only. Any charges of violation of the copyright policy will be brought before the Honor Council (students) or Faculty Affairs (faculty and staff).

B. Provided the following conditions are met, images and educational content may be used for teaching purposes but **MUST** be appropriately referenced:

1. Materials should be used in class only for the purpose of serving the needs of specified educational programs;
2. Only those portions of the work relevant to the educational objectives of the course should be used;
3. The amount of the work used should be related directly to the educational objectives of the course; and
4. The instructor should consider whether the copying harms the market or sale of the copyrighted material. Materials that are reasonably available and affordable for students to purchase should be purchased by students and not reproduced by the instructor.



Associated forms:

Approval record:

APPROVED: PEC: February 24, 2021

APPROVED: COM DAC:

APPROVED: COM Faculty:

APPROVED: Curriculum Committee: July 2013

REVIEWED: Curriculum Committee: February 18, 2021

REVIEW: every three years (or more often if required)

REVIEW 1: October 2015