COLLEGE OF
Engineering, Architecture
&Technology

Engineering Extension Intellectual Property and Content Ownership	Policies and Procedures CEAT-EE-003 Effective Date: 11/21/25

Scope

1.01 This procedure applies to all CEAT Engineering Extension (EE) personnel, including but not limited to all full and part time employees and contract instructors, involved in the development and/or delivery of CE/T courses in the Center for Local Government and Technology (CLGT) and Professional Development (PD) units. It governs the ownership, use, and management of intellectual and legal property used in CE/T programs to ensure compliance with OSU policy, IACET accreditation standards, and applicable laws.

Definitions

2.01 Intellectual Property (IP) is defined in the OSU Intellectual Property policy (1-0202 General University). Examples of IP related to CEAT EE courses include course content, presentations, assessments, and other instructional materials.

2.02 Legal Property Rights: Rights associated with the ownership and use of intellectual property, including copyright, trademark, and licensing rights.

Procedure

3.01 CEAT EE adheres to the OSU Intellectual Property policy (1-0202 General University). This procedure is intended to supplement and does not supersede the OSU Intellectual Property policy.

3.02 Intellectual property created by CEAT EE personnel for use in CE/T programs is generally considered institutional works as defined in the OSU Intellectual Property policy (1-0202 General University) and as such are solely owned by the University.

3.03 CEAT EE personnel involved in course content are required to sign agreements assigning intellectual property rights and content ownership to OSU, consistent with the requirements of the OSU Intellectual Property policy (1-0202 General University). Such agreements may be contained in personnel employment agreements and/or contracts.

3.04 Any copyrighted material included in CE/T courses must be used with written permission from the copyright holder or properly licensed for use.

a. Evidence of such permission must be retained.

b. All copyrighted materials must be appropriately cited when used in learning materials.

Noncompliance

4.01 Failure to comply with this procedure may result in removal of unauthorized materials from courses and/or corrective action. Suspected or confirmed instances of non-compliance should be reported to the Directors of CLGT and PD. If necessary, compliance issues should be escalated to the Associate Dean for Engineering Extension.

Date approved by the CEAT Dean and CEAT Executive Council: November 21, 2025

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