



Material presented in classroom or laboratory in any format, including but not limited to, lecture, video recordings audio recordings, diagrams, etc., are considered the joint property of the university and the faculty member presenting such material. Knowledge of the subject matter and the systematic collecting and imparting of that knowledge are at once the right and responsibility of a faculty member. For others to profit financially from the work of a faculty member is a violation of an inherent right in academia.

The sale recordings and other materials from courses offered at UWS is expressly forbidden, except under the following circumstances:

1. Notes and/or materials that have been produced and placed on sale in the UWS Bookstore and Supply Center by the faculty member in accordance with university procedures; OR
2. Approval in writing has been given by the president of the university (and the speaker, when appropriate) for the production and sale of material presented by a guest speaker.

Violation of this policy may result in probation, suspension, or dismissal of student offenders. Violation of this policy by faculty or staff may result in probation, suspension, or termination of employment.

#### **Procedure**

Any violation of this policy should be reported to the Office of Academic Affairs. Such reports should be in writing, but may be verbal.

The vice president of academic affairs shall, after appropriate investigation, take whatever action s/he deems appropriate. The vice president's action shall not in any manner preclude the affected student/s from appealing the decision to the appropriate university committee or office.

Should action be taken against an employee, appeals may be made directly to the President.

**Related Policy:** [Policy 9001 Student Conduct](#)  
[Policy 9009 Student Grievance and Appeal](#)

**Key Words:** audio recording, notes, sale, sell, video recording