



CATALOG 2020 – 2030

Ver. 1.0



Policies Catalog

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This policy book provides a comprehensive summary of the policies, guidelines, regulations, and procedures of The Continents States University as of the publication date. The university retains the exclusive authority to amend, modify, or update any content within this policy book at its sole discretion. Any such changes will be formally documented through a revised policy book, an addendum, a supplement, or another official written format. The Continents States University will ensure that students are promptly notified of any modifications to the policy book.

Updated: June 2024

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NON-DISCRIMINATION POLICY

The Continents States University has established a comprehensive nondiscrimination policy. This policy applies to all aspects of the relationship between The Continents States University and its students, volunteers, and employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and other persons or firms doing business for or with The Continents States University. Disciplinary action will be taken against any employee or agent in breach of this policy.

The Continents States University shall not tolerate, under any circumstances, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, The Continents States University will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, volunteers, managers, stakeholders, and agents at The Continents States University will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.

HARASSMENT: The Continents States University is committed to providing a work environment free from harassment. Any unwanted and offensive behavior to the recipient, which creates an intimidating, hostile, or humiliating work environment for that person, violates The Continents States University's policy. Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion, or other legally protected characteristics will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, must abide by this policy. No person will be adversely affected in employment with The Continents States University due to bringing complaints of harassment.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made either explicitly or implicitly under a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance. The

Continents States University prohibits inappropriate conduct that is sexual in nature at work, on University business, or at University-sponsored events, including the following: comments, jokes, degrading language, sexually suggestive objects, books, or any form of media electronic or in print form. Sexual harassment is prohibited between members of the opposite sex or members of the same sex.

STATEMENT ON AFFIRMATIVE ACTION: The Continents States University has developed an affirmative action program to increase the representation and participation of minorities.

REPORTING DISCRIMINATION & HARASSMENT: If an employee or volunteer feels that they have been harassed as described in this policy, they should immediately report the matter to the President's Office through any verbal or written means. If that contact is not available or the employee is not comfortable informing this contact, the employee should notify any other manager or supervisor immediately. Once the matter has been reported, it will be promptly investigated, and any corrective action will be taken when deemed appropriate. All complaints of unlawful harassment under this policy or otherwise will be handled as confidentially as possible. Timely reporting is encouraged to prevent the recurrence of, or otherwise address, behavior that violates this policy or law. Delays in reporting a complaint can limit the effectiveness of The Continents States University's response. The procedure for reporting incidents of discriminatory or harassing behavior is not intended to prevent the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

RETALIATION: Retaliation against any person associated with The Continents States University who reports instances of harassment – whether they are directly or indirectly involved – is in violation of The Continents States University's policies. All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.

DISCIPLINARY MEASURES FOR HARASSMENT: Any employee or volunteer engaging in behavior that violates this policy will be subject to disciplinary action, including the possible termination of employment, whether an actual law has been violated.

TRAINING: All employees, volunteers, supervisors, and management personnel will be required to read, understand, and execute anti-discrimination, anti-harassment, and/or anti-sexual harassment policies as designated by The Continents States University.

REMEDIES: The Continents States University does not offer any type of remedies for any instances of discrimination or harassment.

POLICY IMPLEMENTATION: Implementation of this policy is effective immediately.

DONOR PRIVACY POLICY

The Continents States University values the trust its donors place in the organization and adheres to the highest standards in gathering, using, and safeguarding their information. We do not rent, sell, or trade donor information to any third parties outside of The Continents States University system.

The information you or your employer provide to us is used to assist us in our campaigns, process and receive your donations, and respond to any of your requests. We also use your information to send acknowledgments of your gift and to provide information about our work, which we think you may find of interest. If you do not wish to receive such communications, you may let us know at any time by contacting The Continents States University. Additionally, every e-mail message you receive from The Continents States University will include instructions on how to unsubscribe.

The Continents States University educates all employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information. Organizations that provide operational or other support services to us must also agree to safeguard your information in strict compliance with our Privacy Policy.

We do not provide donor information to third parties except under the following conditions:
DESIGNATIONS: If a portion of your donation is directed to another office of The Continents States University, we provide your name, your contact information, the amount of your donation, and your workplace to the organization receiving your donation. If you do not want this to occur, please indicate on your pledge form that you wish to remain anonymous. Although we encourage agencies to set high privacy standards, we do not control their policies and cannot take responsibility for their use of donor contact information.

PUBLIC RECOGNITION: There are times when we publicly recognize and thank donors and volunteers for their generosity. If you prefer to remain anonymous, please indicate this when completing your pledge form.

THIRD-PARTY SUPPLIERS: To maintain cost-effectiveness and continue to provide a high level of donor service, selected third parties (e.g., data processing, pledge card scanning, or mailing firms) conduct processing duties on our behalf. These companies enter into strict confidentiality agreements and agree not to keep information on file after the contract has been completed.

AS REQUIRED BY LAW: The Continents States University will release information when required to comply with the law.

TELECOMMUNICATIONS POLICY

By communicating with The Continents States University, you agree that by providing your email and phone number, you consent to receive electronic disclosures and communications. You are providing prior express written consent for The Continents States University, its affiliates, and agents to contact you via email or at the phone number provided using an automated telephone dialing system or prerecorded message. This consent includes contact for record servicing or telemarketing purposes, even if your email or phone number appears on any internal, corporate, state, federal, or national Do Not Call Registry.

You understand that your phone provider may charge you for calls or texts according to your current plan. Additionally, you acknowledge the importance of keeping The Continents States University up to date with your most recent contact information to ensure effective communication.

ACCESS POLICY

The Continents States University is approved to operate as an online institution. The address listed on the university website serves as the official location. The university may partner with other institutions that have physical operations to deliver their services.

MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS: Student records for all students are retained for five years. Transcripts and diplomas are kept permanently. Examples of education records include but are not limited to transcripts, degree audit reports, schedules of classes, class rolls, academic history reports, grade rolls, etc. The following items are NOT considered education records, as defined by FERPA: sole possession records (records kept in the sole possession of the maker, used as a personal memory aid, and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, and psychological or mental health records. No transcript will be issued until all fees due to the institution are paid in full.

The Continents States University strictly observes the Family Educational Rights and Privacy Act (FERPA) – a federal law that protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information. Students who feel that The Continents States University has failed to comply with the requirements of FERPA have the right to file a complaint with the US Department of Education.

TECHNOLOGY REQUIREMENTS: For students, the following system configuration and software are recommended:

1. **Platforms:** Mac OS X 10.2 or higher, or Windows XP or higher.
2. **Hardware:** 256 MB RAM, CD-ROM, and 1 GB of free disk space.
3. **Productivity Software:** Microsoft Word, PowerPoint, and Excel 2003 or higher; Adobe Reader 8.0 or higher.
4. **Web Browser:** Firefox 3.0 or higher, Internet Explorer 8.0 or higher, Safari 4.0 or higher, or Chrome.
5. **Networking:** 56k dial-up modem, DSL, or cable modem.
6. **Email:** Outlook, Outlook Express, Mac Mail, Eudora, Entourage, or Yahoo/Hotmail/Gmail.
7. **For Optimal Performance:**
 - Productivity Software: Microsoft Word, PowerPoint, and Excel 2007 or higher.
 - Broadband Internet connection (DSL, cable, or other).
8. Students must have the ability to access course and program material on the Internet.
9. Students must have the ability to correspond with university staff, faculty, and students through email and the Internet.

REQUIRED DISCLOSURES: Annual updates may be made using supplements or inserts accompanying the catalog. Suppose changes in educational programs, services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before

issuing the annually updated catalog. In that case, those changes shall be reflected when they are made in supplements or inserts accompanying the catalog.

This institution makes its current catalog and current program brochures available to the public at no charge.

Individuals who wish to obtain a copy can do so by simply calling the school's office or by accessing the institution's website at www.continents.us.

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a bankruptcy petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Suppose a student obtains a loan to pay for an educational program. In that case, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

WHISTLEBLOWER POLICY

The Continents States University is committed to operating in furtherance of its tax-exempt educational mission and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing. The university prohibits fraudulent practices by any of its board members, officers, employees, contractors, volunteers, community members, and students. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law or regulation or constitute fraudulent accounting or other practices. This policy applies to any matter related to The Continents States University's business and does not relate to private acts of an individual not connected to the business of the university.

If an individual has a reasonable belief that an identified person or The Continents States University has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Chief Executive Director. If the employee does not feel comfortable reporting the information to the Chief Executive Director, they are expected to report the information to their first line supervisor.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, The Continents States University will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Continents States University will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, the executive director, the Board of Directors, or a federal, state, or local agency what the employee believes in good faith to be a violation of the law; (b) participates in good faith in any resulting investigation or proceeding; or (c) exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The Continents States University may take disciplinary action (up to and including termination) against an employee who, in management's assessment, has engaged in retaliatory conduct in violation of this policy.

In addition, The Continents States University will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by The Continents States University or any of its employees of a violation of any applicable law or regulation.

Supervisors will be trained on this policy and The Continents States University's prohibition against retaliation in accordance with this policy.

GDPR POLICY

The Continents States University is committed to protecting the privacy and personal data of its students, staff, and other stakeholders in compliance with the General Data Protection Regulation (GDPR). This policy outlines how we collect, use, store, and protect personal data.

DATA CONTROLLER: The Continents States University is the Data Controller for the personal data you provide. We are responsible for determining the purposes and means of processing your personal data.

DATA PROTECTION RIGHTS: Under GDPR, all users are entitled to the following rights:

THE RIGHT TO ACCESS: You have the right to request copies of your personal data. We may charge a small fee for this service.

THE RIGHT TO RECTIFICATION: You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete information you believe is incomplete.

THE RIGHT TO ERASURE: You have the right to request that we erase your personal data, under certain conditions.

THE RIGHT TO RESTRICT PROCESSING: You have the right to request that we restrict the processing of your personal data, under certain conditions.

THE RIGHT TO OBJECT TO PROCESSING: You have the right to object to our processing of your personal data, under certain conditions.

THE RIGHT TO DATA PORTABILITY: You have the right to request that we transfer the data we have collected to another organization, or directly to you, under certain conditions.

THE RIGHT TO WITHDRAW CONSENT: You have the right to withdraw your consent at any time where we rely on your consent to process your personal data.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

DATA COLLECTION AND USE: We collect personal data for various purposes, including:

- **To fulfill contractual obligations:** To provide educational services and support.
- **With your consent:** When you have given us permission to process your data.
- **For legitimate interests:** To improve our services and ensure the security of our systems.
- **To comply with legal obligations:** When required by law or to protect your vital interests.

DATA RETENTION: The Continents States University will retain your personal information only for as long as necessary for the purposes set out in this Privacy Policy. We will retain and use

your information to the extent required to comply with our legal obligations, resolve disputes, and enforce our policies.

DATA SECURITY: We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, destruction, or alteration. This includes the use of encryption, access controls, and secure data storage solutions.

THIRD-PARTY SHARING:

We do not share your personal data with third parties except:

- **With your consent:** When you have given us explicit permission.
- **For processing:** With trusted service providers who process data on our behalf under strict confidentiality agreements.
- **To comply with the law:** When required by law, regulation, or legal process.
- **For public recognition:** When publicly recognizing and thanking donors or volunteers, unless you prefer to remain anonymous.
- **Cookies and Web Beacons**

Our website uses cookies to enhance the user experience. Cookies are small files placed on your device that collect information about your browsing behavior. You can choose to disable cookies through your browser settings.

CHILDREN'S PRIVACY: We do not knowingly collect personal data from children under 13. If you believe that a child has provided us with personal information, please contact us immediately, and we will take steps to delete such information.

POLICY UPDATES: This Privacy Policy is reviewed annually and updated as necessary to ensure compliance with applicable laws and reflect any changes in our data processing activities. The latest version will always be available on our website.

Contact Us: If you have any questions or concerns about our GDPR Policy or how we handle your personal data, please contact us.

By using our website and services, you consent to this GDPR Policy and agree to its terms and conditions.

COPYRIGHT POLICY

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U.S. Copyright Office
101 Independence Avenue SE
Washington, DC 20559-6000

NO RECORDING POLICY

The Continents States University reserves the right to revise these terms at any time without notice. The Continents States University is a private higher education institution founded and authorized to transact business in the State of Missouri, United States of America.

MISSOURI RECORDING LAW: Missouri recording law stipulates that it is a one-party consent state. In Missouri, it is a criminal offense to use any device to record or share communications, whether wire or oral, without the consent of at least one contributing party. Participants in any event should not assume the right to record any meeting with The Continents States University employees, students, or guests without written consent from the executive office of the university, provided at least fourteen business days before the event/meeting date. Missouri's wiretapping law, Mo. Rev. Stat. § 542.402.2, makes it illegal to intercept or record any "wire, oral, or electronic communication" unless at least one party to the conversation consents.

POLICY ON RECORDING: The Continents States University requires that all participants and hosts of any voice, photo, or video recording comply with the Code of Conduct to respect the space, privacy, and wishes of other participants. Accordingly, The Continents States University prohibits the recording of any meeting content, including the name, likeness, or image of any participants, and any chat dialogues taking place during the meeting, using audio, video, photography, screen capture, screen recording, live streaming, or any other type of recording.

CONSENT REQUIREMENTS: Participants are not permitted to record or utilize the information delivered in any meeting/session room or displayed for session notes without prior consent. Any request to record a meeting must be made at least fourteen days in advance and approved in writing. Violations of this policy are a felony under Missouri law, punishable by fine and/or imprisonment. Any recordings obtained without consent must be deleted and destroyed immediately. The university reserves the right to pursue legal action in the event of any violation of this policy.

DEFINITIONS

1. **Participants:** Any person attending a conference at The Continents States University, regardless of the purpose for attendance (e.g., registered attendee, speaker, guest of a sponsor, employee, staff, vendor, etc.). "Participants" is meant to be understood broadly to encompass both a group and an individual.
2. **Audio Recording:** The recording and storing of a person's speech or noises using equipment capable of doing so, such as wearable devices, video cameras, mobile phones, tape recorders, etc.
3. **Chat Dialogue:** Numerous online platforms used by The Continents States University will include chat functionality that allows participants in meetings or sessions to type questions, responses, or general conversation, as well as video conferencing that lets people see each other while speaking on camera.

4. **Meeting:** Any conference, webinar, training session, event, celebration, job fair, gathering in person or online, other groups (online or in person), membership meetings, and partnership meetings.
5. **Photography:** Recording a person's likeness (e.g., image, picture) through photography (e.g., cameras, cell phones), video recording (e.g., cameras, cell phones), digital imaging (e.g., cameras, web cameras, screen capture/screen recording/screen print), wearable technology (e.g., Google Glass), or other methods that can take pictures or record video (e.g., Skype, Zoom, virtual group meeting forums, mobile app).
6. **Video Recording:** The capturing and archiving of a person's likeness utilizing video technologies (such as wearable technology, video cameras, mobile phones, webcams, screen capture/screen recording/screen prints, etc.).

LEGAL NOTICE

Welcome to The Continents States University (CSYou) Website! The CSYou Website provides its services to you subject to the following notices, terms, and conditions. In addition, when you use any of the CSYou Website's services, you will be subject to the rules, guidelines, policies, terms, and conditions applicable to such service.

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with any review, comment, or other content, if any, in connection with such review, comment, or other content. You represent and warrant that you own or otherwise control all of the rights to the reviews, comments, and other content that you post on this site and that the use of your reviews, comments, or other content by The Continents States University and its affiliates will not infringe upon or violate the rights of any third party.

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APPLICABLE LAW: This site was created and controlled by The Continents States University in the State of Missouri, USA. As such, the laws of the State of Missouri will govern these disclaimers, terms, and conditions, without giving effect to any principles of conflicts of laws. We reserve the right to make changes to our site and these disclaimers, terms, and conditions at any time. By accessing The Continents States University Website, you agree that any legal action brought by you based on the content of The Continents States University Website, or otherwise, shall be exclusively brought and maintained in the Circuit Court for the City of St. Louis, Missouri, USA, and you submit yourself to the in personam jurisdiction of such court, waiving any claim that such court constitutes an inconvenient forum.

NOTICE OF ACCREDITATION & TITLE IV LEGAL ACTION: Federal regulations mandate public disclosure of any enforcement actions or prosecutions brought against The Continents States University by a state or federal law enforcement agency in any matter where a final judgment against the institution, if rendered, could lead to adverse action by an accrediting agency, revocation by the state authorization agency, or any limitation, suspension, or termination of eligibility under relevant regulations. Investigations that have not advanced to enforcement action or prosecution are not required to be disclosed. The Continents States University asserts compliance with this requirement, and as of the present time, no such action is applicable.

LIABILITY AND INDEMNIFICATION POLICY

The Continents States University (CSYou) is committed to providing a safe and supportive educational environment. This policy outlines the responsibilities and liabilities of students, employees, volunteers, and visitors to ensure that CSYou is protected from unjust legal claims and that individuals are aware of their own responsibilities.

ASSUMPTION OF RISK: By participating in any activities, programs, or services provided by CSYou, all students, employees, volunteers, and visitors acknowledge and accept that there are inherent risks involved. These risks may include, but are not limited to, physical injury, loss, or damage to personal property, and other potential hazards associated with educational and extracurricular activities.

INDEMNIFICATION: To the fullest extent permitted by law, all students, employees, volunteers, and visitors agree to indemnify, defend, and hold harmless CSYou, its officers, directors, employees, agents, and affiliates from and against any and all claims, liabilities, damages, losses, and expenses, including, but not limited to, attorneys' fees and costs, arising out of or in any way connected with their participation in CSYou activities or their use of CSYou facilities or services. This indemnification includes, but is not limited to, claims arising from:

- Personal injury or property damage caused by the negligence or misconduct of the individual.
- Any violation of CSYou policies or applicable laws by the individual.
- Any infringement of intellectual property rights by the individual.

LIMITATION OF LIABILITY: CSYou shall not be liable for any direct, indirect, incidental, special, consequential, or punitive damages arising out of or related to the use of its services or facilities, even if CSYou has been advised of the possibility of such damages. This limitation of liability applies to all claims, whether based on warranty, contract, tort, or any other legal theory.

DISPUTE RESOLUTION: In the event of any dispute or claim arising out of or relating to participation in CSYou activities or the use of CSYou facilities, the parties agree to first attempt to resolve the matter through informal negotiation. If the dispute cannot be resolved through informal negotiation, the parties agree to submit the dispute to mediation before resorting to litigation.

INSURANCE: While CSYou maintains insurance coverage to protect against certain risks, individuals are encouraged to obtain their own personal insurance coverage for any activities or events that they participate in. CSYou's insurance coverage does not extend to personal property or personal injury claims brought by individuals against other participants.

ACKNOWLEDGMENT AND ACCEPTANCE: By participating in CSYou activities, programs, or services, or by using CSYou facilities, all students, employees, volunteers, and visitors acknowledge that they have read, understood, and agree to comply with this Liability and

Indemnification Policy. They also acknowledge that they are aware of the risks involved and accept responsibility for their actions.

INTELLECTUAL PROPERTY POLICY

The Continents States University (CSYou) recognizes the importance of intellectual property (IP) in fostering innovation, creativity, and academic growth. This policy outlines the rights and responsibilities related to intellectual property created by students, faculty, staff, and other stakeholders at CSYou.

Intellectual property (IP) encompasses creations of the mind, including inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Inventions are novel and useful ideas, processes, machines, compositions of matter, or any improvements thereof. Copyright is the exclusive legal right to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work. Trademarks are symbols, words, or phrases legally registered or established by use as representing a company or product. Trade secrets are formulas, patterns, compilations, programs, devices, methods, techniques, or processes that derive independent economic value from not being generally known.

Intellectual property created by faculty and staff within the scope of their employment or using CSYou resources is owned by CSYou. However, faculty retain rights to their scholarly works, such as articles, books, and artistic works, unless a prior agreement specifies otherwise. Intellectual property created by students is owned by the students, except when created in collaboration with faculty or staff, funded by CSYou, or using significant CSYou resources. Students retain ownership of their academic work, such as theses and dissertations, but grant CSYou a non-exclusive license to use, reproduce, and distribute the work for academic purposes. Intellectual property created through collaborative efforts involving multiple parties will have ownership determined by a written agreement among the parties before the project begins.

Creators must disclose any potentially patentable inventions or commercially viable intellectual property to the Office of University President or the designated university office promptly. CSYou may choose to pursue commercialization of disclosed intellectual property through patenting, licensing, or other means. Revenue generated from the commercialization of intellectual property will be distributed according to a predetermined formula, such as a percentage to the creator, a percentage to the department, and a percentage to the university.

Creators must disclose intellectual property promptly and cooperate with CSYou in the protection and commercialization process. They retain the right to publish their findings, with consideration for any necessary delays to secure intellectual property protection. CSYou provides resources and support for the protection and commercialization of intellectual property and ensures that intellectual property policies are clearly communicated and consistently applied. The Office of University President manages the intellectual property disclosure, protection, and commercialization process, providing guidance and support to creators regarding intellectual property rights and responsibilities.

Any disputes arising under this policy, including disputes over ownership or revenue distribution, shall be resolved through informal resolution, mediation, or formal resolution by

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