



Intellectual Property Procedure

Procedure Number: 235P

Responsible Office: Academic Affairs

Forms: Copyright/Intellectual Property Ownership Agreement [Form 125-401](#); Intellectual Property Notification [Form 125-402](#)

Effective Date: 8/23/24

Date Last Reviewed: 8/23/24

1. Purpose

Northern Virginia Community College adheres to the policies of the Virginia Community College System (VCCS) relative to intellectual property, copyright issues, and revenue derived from the creation of intellectual property. The VCCS policy determines ownership rights and responsibilities regarding intellectual property produced by an employee and/or student. Detailed descriptions of the VCCS Intellectual Property Policy are in Section 12 of the VCCS Policy Manual.

2. Definitions

Extensive definitions for this procedure and policy are set forth in [VCCS Policy 12](#).

3. Procedure

The creator of intellectual property is responsible for initiating agreements with the College, establishing ownership before the project is begun. Early identification of the potential creation of intellectual property is encouraged.

Use forms Intellectual Ownership Agreement (Form #125-401) and Intellectual Notification (Form #125-402) and return to the intellectual property administrator (CAO).

The intellectual property administrator (CAO) will review all requests. The College President will review appeals. The President may appoint an ad hoc advisory committee for appeals.

The intellectual property administrator will submit an annual report as needed in accordance with guidelines in Section 12.1.11 of the VCCS Policy Manual.