

Advocate Against the Unauthorized Distribution of Course Material on For-Profit Websites  
Geography and Political Science Department

Resources to Curb Dissemination of Course Material (For Instructors)

**Sample Syllabus Language**

It is recommended that faculty use language in their syllabi that makes it clear that reproducing, distributing, or displaying course material with individuals not enrolled in the class is unacceptable. The statement below is adapted from the University of California, Santa Cruz. Additional information can be found here: <https://news.ucsc.edu/2020/03/intellectual-property-and-copyright-in-course-materials-during-covid-19-remote-teaching.html>

“Please note that all course material, including lectures, PowerPoint presentations, tests, study guides, outlines, and similar materials, are protected by U.S. copyright law and by College policy. I am the exclusive owner of the copyright in those materials I create. You may take notes and make copies of course materials for your own use. You may also share with another student who is enrolled in the class. You may not reproduce, distribute, or display (post/upload) lecture notes or recordings of the course materials in any other way – whether or not a fee is charged – without my express written consent. You also may not allow others to do so. If you do so, you may be subject to the student conduct proceedings.”

**Sample Module Language**

It is recommended that faculty include language similar to the below-listed statement in a Canvas page as part of an introductory module. The statement listed below is provided by Political Science faculty member, Gina DePaola.

*Copyright Policy*

Materials in this course are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for study and should not be shared, distributed/posted, or sold—digitally or otherwise—without my written permission because I am the exclusive copyright owner. This includes all course materials such as quizzes, exams, lecture notes, audio recordings, discussion posts and the syllabus.

As a [Your Course] student, your ability to post or link to these copyrighted materials is also governed by United States copyright law. The law allows students to use these copyrighted materials solely within the Canvas course when the materials are required for course work. Students found to have shared, distributed/posted, or sold any course materials are referred to Student Life for discipline. It does not matter whether this discovery is made during or after enrollment in [Your Course]. This includes posting materials to Course Hero, Quizlet, Chegg, social media, and other web pages.

Students may think they are simply getting free access **to a web page such as Course Hero** by uploading [Your Course] course materials, but copyright laws are being violated along with college honesty and anti-plagiarism policies. Posting work to any web page where it could be potentially copied by other students amounts to dishonesty and facilitating plagiarism.

Questions about this policy? I am just an email away: [Your e-mail address]

### **Sample Language When Contacting Third-Parties Requesting Material Removal**

If instructors find their course material on third-party websites, they may contact the website where the information is listed and request they remove the material. Below is language faculty members can use when contacting such websites. Note that the information below is relevant to Course Hero. To request removal from Chegg, please visit: <https://www.chegg.com/copyright/takedown-request>. You may also use the following language on Chegg, or you can e-mail them at [CopyrightAgent@Chegg.com](mailto:CopyrightAgent@Chegg.com). Note that the statements listed below are adapted from the University of British Columbia (<https://copyright.ubc.ca/instructor-faq/>).

[on College letterhead, including faculty member's contact information]

Course Hero, Inc. Attn: Terry Park, DMCA Complaints/Agent 1400B Seaport Blvd., 2nd Floor  
Redwood City, CA 94063 Fax: (408) 716-3204 Email: [dmca@coursehero.com](mailto:dmca@coursehero.com)

[note, this may be sent by email, fax, or by regular mail]

I write to you pursuant to Section 512(c) of the *Digital Millennium Copyright Act* to notify you that my copyrighted works have been uploaded to and distributed by the Coursehero.com website, without my authorization. In particular:

### **Copyrighted Works and Locations**

[Alternative 1, where there are a small number and you can find the links easily]

*The copyrighted works that I claim have been infringed are:*

<b><i>List of Copyrighted Works</i></b>	<b><i>URL of the Copyrighted Works on Coursehero.com</i></b>

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*[Alternative 2, where there are a large number of copyrighted works.]*

I have not authorized any of the course materials in [name course name, number and, if applicable, section number here] offered at Mt. San Antonio College in [insert year]. The copyrighted works from this course are numerous and I hereby claim that copyright in each of them are infringing. What follows is a representative list of such copyrighted works:

<i>Representative List of Copyrighted Works</i>	<i>URL of the Copyrighted Works on Coursehero.com</i>

All additional copyrighted works may be located by searching coursehero.com for the course material for [name course name, number and, if applicable, section number here] offered at Mt. San Antonio College in [insert year].

**Good faith belief and accuracy**

I hereby confirm that I have a good faith belief that use of my copyrighted material in the manner complained of is not authorized by me.

I hereby further confirm that the information in this notification is accurate, and under penalty of perjury, that I am the owner of the exclusive rights that are being infringed.

I hereby demand that you, pursuant to Section 512(c)(1)(C) of the *Digital Millennium Copyright Act* expeditiously remove, or disable access to, the above noted copyrighted material.

Sincerely,

[physical or electronic signature of faculty member]

**Additional Recommendations**

- Only post course material on websites that are password-protected and accessible only through enrollment (e.g., Canvas).
- Include acknowledgement of the copyright policy as part of a syllabus quiz during the start of a course
- Inform students at the start of the term that course material is protected by U.S. copyright and College policy. It's also wise to post language about this in a Canvas Module page so that students can continually revisit it (see sample language above).
- Include copyright language on every page of your course material. For example, “© Faculty Name.”
- Include the following statement on every page of your course material: “The content is protected and may not be shared, uploaded, or distributed.”
- Include a question about copyright of course material as a syllabus quiz question at the start of the semester.

### **Additional Resources**

<https://teachingremotely.uchicago.edu/recording-policy/>

[https://msac-fa.org/news/2019\\_2022\\_Year\\_2\\_of\\_3\\_Faculty\\_Contract.pdf](https://msac-fa.org/news/2019_2022_Year_2_of_3_Faculty_Contract.pdf)

<https://www.mtsac.edu/governance/trustees/apbp/AP4290.pdf>

<https://wcet.wiche.edu/frontiers/2020/10/30/exemplars-in-the-fight-against-syndicate-cheating/>