

EDEM 3210 Intellectual Property & Sports Entertainment

Thursdays 6:30-9:20

Instructor: Todd A. Uglow, J.D.

Email: todd.uglow@unt.edu

Phone or text: (949)-274-5885

Classroom Location: FRLD400 (In Frisco)

Office Hours: 5 PM before Class each week or by appointment

Mission, Vision, and Program Learning Outcomes

HTM Mission

We educate the next generation of hospitality and tourism leaders who strive for excellence and embrace our diversity in a caring, innovative, and empowering community.

HTM Vision

To be world class in advancing innovative education, creating collaborative knowledge, and transforming future hospitality and tourism leaders.

HTM Program Learning Outcomes

Students will develop appropriate strategies for reaching their career goals in the global hospitality and tourism fields.

Students will develop analytical and quantitative skills enhanced by information technology to support smart business decisions in the Hospitality and Tourism Industry.

Students will integrate hospitality and tourism business principles and current trends to lead in diverse, collaborative, and global environments.

Students will apply innovative and imaginative methods to Hospitality and Tourism businesses utilizing ethical and sustainable practices.

Students will demonstrate effective and efficient communication skills in all settings.

Course Description and Learning Outcomes.

The course will examine the importance of and essential relationship between consumer products and the professional sports organization. An introduction to the product

development process in the sports environment with an emphasis on how consumer products are developed and complement the overall business strategy of the sports organization. An analysis of the steps and personnel involved in the creation of licensed merchandise from concept art through production and delivery to the final consumer. You do NOT have to know anything about sports to take this class and enjoy it!

At the conclusion of this course, successful students will be able to:

Be able to develop a strategy utilizing licensed products to reach new markets, attract new fans, position the sports brand, block competition and drive revenue.

Understand the legal and production limitations to developing a new line of products which complements the business needs of the sports organization.

Explore the challenges, issues, and trends associated with concept design, approval, production, logistics, and display to the ultimate consumer.

Learn the foundations of intellectual property and its critical role in consumer products and the global marketplace.

Investigate and interpret the legal distinctions between trademarks, copyright and right of publicity and how they work together in all sports merchandise programs.

Appreciate the ethical issues that sports organizations face and how they impact business decision-making.

Analyze and understand the mechanics of a product license agreement.

Be able to deliver a product pitch to senior leadership team of a professional sports organization.

Text: None. Notes will be provided by the professor.

Other materials may be distributed during class, which may include articles, essays, or other information. Information from these materials may appear on examinations and quizzes.

I will usually post lecture notes on or before the weekend prior to class, however it is your responsibility to read the assigned text book chapters each week.

Grading

A few words about grades: Grades are not negotiated; they are earned according to the requirements of this class as noted in this syllabus. Contacting me close to the end of semester with requests for extra-credit, additional assignments and the like for the

purpose of raising your grade will not be approved. I reserve the right to round up a student's final grade if the student has been diligent in attending class, and has not missed quizzes or in-class assignments. If you have concerns about your grade for any reason, you MUST contact me well prior to the end of the semester.

Academic Dishonesty: **There is no reason to cheat in this class or any other class. Using AI to study is fine, but not as a replacement for your work.** I will provide you everything you need to be successful. So we are clear, examples of academic dishonesty include: using someone else's work as your own, sharing, consulting or posting exam, quiz or discussion answers or questions on web-based help sites and/or sharing questions or answers with other students. Doing any of these activities is grounds for earning an F in this class. In addition, students who do so will be referred to student affairs where it is possible your academic file will be notated.

Examinations: There will be one mid-term and one final examination. Your exams will consist of multiple choice, true false and fill in the blank questions and they will be administered through Canvas. Each semester, without exception, several students are within 5 points of earning the next highest grade, **so be advised, every point counts.** Please note, as a general rule, I **do NOT round up final grades, but I reserve the right to do so.** Students who are engaged and communicative will receive the benefit of any round-up should there be one. Also, extra-credit is not offered so do not rely on it.

Mini-Presentation: I will assign a presentation date for each student to present a 5-7 minute current event topic on sports entertainment.

Final Project: There will be a final project in this class worth 150 points. Details will be shared during our first class meeting.

Quizzes/Assignments: Two (3) quizzes and (5) in-class assignments will be given during our time together; they will be worth 25 points each. There will be no make-ups for missed quizzes or assignments EXCEPT for except in circumstances where I am aware of and approve in advance. You must be in class to earn the points for the in-class discussion assignment. Pre-planned vacations or work obligations are not excused absences for quizzes or projects.

Attendance: I will take attendance at the start of each class. **Due to this small size of this class and that we meet only once per week, I expect everyone to show up to each class...Attendance will be taken and is a part of your grade in this class.**

Participation is required and a portion of your final grade will be based upon student in-class interaction. Don't be shy! We are all in the hospitality business and confident, verbal communication is crucial. Many exam questions will come from topics we discuss in class,

so class attendance is required in order to obtain the maximum points possible and do well in the class. A good participation score means you show up to class, take all quizzes, and you are prepared if called upon to offer relevant commentary to our discussions. **If you routinely miss class and/or quizzes, you will not earn the 50 participation points for this class. Please be in your seat and ready to go when attendance is called. You will have a 10 minute grade period if you arrive late and please let me know after class if you came in late so I can change attendance sheet to late rather than absent. Two late arrivals will equate to an absence.** I am always willing to help students navigate personal challenges, but I do need to hear from you if you want my help.

Please note: extra credit will not be offered.

Points Available and Grading Scale:

CATEGORY	POINTS POSSIBLE
(5) In-class Assignments @ 25 points each.	125
(3) short quizzes @ 25 points each.	75
Mini-Presentation	50
Midterm administered through Canvas:	100
Final Exam administered through Canvas:	100
Participation/Attendance:	100

Final Project	100
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Total possible points:	650
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GRADING SCALE

90%-100% =A

80%- 89% =B

70%- 79% =C

60%- 69% =D

59%- below = F

COURSE SCHEDULE*

Class Meeting	Topics
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8/20	Introduction to Sports Entertainment and the connection to Hospitality, What is NIL? Assignment #1: Terminology worksheet distributed.
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8/27	More detailed discussion on Copyrights, Trademarks, and the license agreement, discuss final project options. Assignment #1 Due in class, Assignment #2: IP Flow Chart
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9/3	More on Right of Publicity Quiz #1 will be taken in class; Assignment #2 due in class, Sports Brand Affiliation lecture.
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9/10 Finish Sports Affiliation, Time to work on projects (attendance will be taken), WNBA Assignment assigned.

9/17 **Quiz #2 taken in class.;** Sports Sponsorship Lecture: Putting the Deal Together, **In-class assignment #3:** WNBA Sponsorships Exercise.

9/24 Review an authentic and actual industry Pitch Deck of a major sports figure, Review for midterm, In-class time to work on project

10/1 **Midterm Exam**

10/8 Go over midterm in class: Essentials in Sports Business Trends

10/15 The Connection Between Hospitality and Sports; **In-class Assignment #4**

10/22 AI and IP, **In-class Assignment #5,** Representing Athletes

10/29 Guest Speaker, Bill Uglow; Merchandising: Product Development Process; **Quiz #3 assigned**

11/5

11/12

11/19 No Class- join me at our Capstone Gala event!

11/26 **No class, Thanksgiving Week - no assignments or readings**

12/3 **Final Projects Due, Final
Presentations, Course Review**

12/10 **Final Exam (remotely via Canvas)**

School of Merchandising and Hospitality Management

Syllabus Statements

Fall 2026 (All Sessions)

Advising and Degree Progression

Undergraduate Advising

ALL students are expected to meet with their Academic Advisor each semester to update your degree plan and to stay on track for a timely graduation.

- ***Advising Contact Information (Chilton Hall 385 – 940.565.4635)***
- ***SCHEDULE APPOINTMENTS HERE: unt.edu***
- ***Email: cmhtadvising@unt.edu***

Prerequisites

- Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class.
- A prerequisite is a course or other preparation that must be successfully completed (a grade of C or better) before enrollment in another course. All prerequisites are included in the catalog course descriptions.
- Students that lack prerequisites for a course are not allowed to remain on the course.

Transfer Courses

Any transfer course(s) from another institution must receive *prior approval* from your SMHM Academic Advisor to ensure that the course(s) will be applicable to your degree plan at UNT.

Dropped for Non-payment

- Students will be dropped for nonpayment for enrolled courses, parking fees, schedule change fees, etc. Please check your account daily through the 12th class day to ensure you have not been dropped for non-payment of any amount. It is the student's responsibility to make all payments on time.
- ***Students cannot be reinstated for any reason after the 12th class day regardless of the situation.***

Dropping a Course

- A decision to drop a course may affect your current and future financial aid eligibility. Talk to your academic advisor or Student Financial Aid if you are thinking about dropping a course.
- Speak with the course instructor to discuss any possible options to be successful in the course before dropping.
- Meeting deadlines for dropping a course is the student's responsibility.
- There are different procedures for dropping a class depending on the time of semester. Please see the instructions for dropping a class here: <https://registrar.unt.edu/registration/dropping-class>

Graduate Advising

- Graduate students should work on their degree plan and discuss their progress with their assigned academic advisor. If you do not know who your academic advisor is, contact your graduate program coordinator.
 - Hospitality, Event and Tourism Management: Dr. Jihye Min
 - Merchandising and Digital Retailing: Dr. Kiseol Yang

Financial Aid Requirements

- A student must maintain Satisfactory Academic Progress (SAP) to continue receiving financial aid by maintaining a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility. Visit <https://financialaid.unt.edu/sap> for more information about financial aid Satisfactory Academic Progress.

What if You Are in Distress?

The University has a number of resources that can be useful if you find yourself in need of help. Faculty and advisors can help direct you to resources; please note that any reports of sexual harassment, sexual assault, dating violence, or stalking must be reported to the UNT Dean of Students, per Texas law. Some resources you might consult are:

UNT Police	940-565-3000
Dean of Students	940-565-2648 or 940-565-2039
Counseling and Testing	940-565-2741
Student Health and Wellness Center	940-565-2333
Office of Disability Access	940-565-2333
Housing and Residence Life	940-565-2610
Substance Use and Resource Education Center	940-565-3177
Veterans Center	940-369-8021
Denton County Friends of the Family	940-387-5131
National Suicide Hotline	1-800-273-TALK

Grade and Class Concerns

Do you know who to contact for a course-related issue?

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the steps outlined below:

Individual Faculty Member

Department Chair

(Dr. Pookulangara if it is a class in MDR, Dr. Traynor if it is a class in HETM.)

School Director

(Dr. Crutsinger, School of Merchandising and Hospitality Management)

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Do You Know the Academic Integrity Policy?

Academic Integrity Standards and Consequences, UNT Policy 06.003.

Academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. Your teacher should have a syllabus policy describing penalties for academic dishonesty.

Academic Integrity Guidance on GenAI

According to UNT guidelines, “The “unauthorized” use of any person or technology that assists in a student's assignment, project, or paper is considered cheating under the UNT Student Academic Integrity Policy (UNT Policy 6.003). Unless a professor or instructor gives explicit “authorization,” AI cannot be used to complete assignments, projects, or papers. Doing so will result in a “cheating” violation.” Read the course syllabus carefully to determine the course policy on GenAI use on class assignments, and the consequences of violating such policies.

Class Recordings

Your instructor may decide to record lectures and/or class content for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Do you meet ALL expectations for being enrolled in a course?

- Students are expected to meet all prerequisites for the courses in which they are registered.
- Students are expected to be respectful of other students, guests, and faculty. Behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional forum at UNT.
- Students engaging in unacceptable behavior will be directed to leave the classroom and may be referred to the Dean of Students for possible violation of the Student Code of Conduct.
- UNTs expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://studentaffairs.unt.edu/dean-of-students>.

The School of Merchandising and Hospitality Management requires that students respect and maintain all university property. Students are accountable through disciplinary action for any intentional damage they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

Do you require special accommodations?

The University of North Texas and the School of Merchandising and Hospitality Management make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to discuss the accommodation early in the semester during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Access website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323.

Are you aware of safety regulations?

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus.

Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Career Resources

SMHM Career Coach

For one-on-one help with your resume, cover letter, LinkedIn profile, interview tips/practice or other internship and job-search skills, Mrs. Dee Wilson (Dee.Wilson@unt.edu) is our Career Center Coach. Contact her for an appointment through navigate.unt.edu or drop by her office in Chilton 333.

Career Center

The Career Center is currently located in Sage Hall. They provide *free* business cards, professional portraits, etc. They also host several recruiters throughout the year in various events/information sessions and career fairs. Learn more about their services here: <https://careercenter.unt.edu/>.

Online Job Board and Social Media Sites

- SMHM Careers Group page on LinkedIn.

<https://www.linkedin.com/groups/14137002/>. This is a private group that current SMHM students and alumni can request to join.

- Facebook Careers Group - <https://www.facebook.com/groups/CMHTCareers/>
- Twitter - @UNTCMHT
- Facebook Social Sites - @UNTCMHT and @UNTHTM
- Instagram - [@untcmht](https://www.instagram.com/untcmht)

- UNT Handshake- <https://careercenter.unt.edu/handshake.html>. Handshake provides students access to employment opportunities (FT, PT, Internships, and On Campus student employment), as well as career fairs and other career and professional development events on and off campus.

SMHM Career Expo

The next SMHM Career Expo will be Tuesday, September 22, 10am-1pm in Union 314. The link for students to view information in Handshake is at https://app.joinhandshake.com/career_fairs/a166cfe5-26c4-4cbc-8388-432011ad55b3/student_preview.

If you need to borrow professional clothing to wear, please go to the Diamond Eagle Clothing Closet(former Center for Fraternity and Sorority Life building on Welch St. <https://studentaffairs.unt.edu/desresources/index.html>) The closet is available by appointment at <https://studentaffairs.unt.edu/desresources/programs/clothing-closet.html> under the “Using the Closet” tab. For any questions, please contact the Diamond Eagle Student Resource Center at DESresources@unt.edu.

IT Resources

UNT Citrix Virtual Lab

UNT Students currently enrolled in a SMHM course have access to the UNT Citrix Virtual Lab. This is useful if your course requires specific software and you need access to the software on your personal machine. You can find more information and installation steps here: <https://academictechnologies.unt.edu/services/computer-labs/request/remotely-connect-virtual-computer-lab#connect-options>.

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk

[UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Walk-In Availability: 8am-5pm

Telephone Availability:

- Saturday-Sunday: 11am-3pm
- Monday-Thursday: 8am-9pm
- Friday: 8am-5pm

UNT Libraries Laptop Checkout: <https://library.unt.edu/services/laptop-checkout/>

For additional support, visit [Canvas Technical Help](#)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Additional Information

Are You An F-1 Visa Holder?

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit,

cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Code of Conduct

According to the [Code of Student Conduct](#), "The University of North Texas is deeply committed to advancing educational excellence and preparing students to become thoughtful, engaged citizens of a diverse, global community. The University has established

the Code of Student Conduct to promote the well-being, honor and dignity of all who live, learn and work in our educational community. The Code of Student Conduct is intended to foster a safe environment conducive to learning and development, as well as to hold students accountable through an educational process that balances the interests of individual students with the interests of the University. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community.”

Feedback and Communications

Image Release

The School actively posts images and descriptions of class and student accomplishments. If you do not want your image posted on the SMHM website and/or social media sites, (1) you should avoid being in group photographs or in photographs taken by your teachers or the IT staff and (2) send an email to Thanalakshimi.Arumagam@unt.edu and request that your name and image not be shared. We will share this information with the IT staff and the faculty who post to social media. Faculty and staff are asked to honor your wishes without question.

If your instructor employs lecture capture technology to record class sessions, students may occasionally appear on video. The recording may be used in future course offerings.

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What is SPOT?

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on the course. Student feedback is important and is essential as we strive for excellence.

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Do you know the date/time of the final exam in this course?

Final exams or other appropriate end of semester evaluations are administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the calendar early in the semester to avoid any

schedule conflicts. You can find the Final Exam Schedule here: <https://registrar.unt.edu/exams/final-exam-schedule>

Do you know what you may be missing?

Your access point for ALL business and academic services at UNT occurs within the <https://my.unt.edu> site, and EagleConnect is the official method of communication for UNT. If you do not regularly check EagleConnect or forward it to your favorite e-mail account, please do so to learn about job and internship opportunities, events, scholarships, and other important information. The website that explains EagleConnect and how to forward your email is: <https://it.unt.edu/eagleconnect>.

Do you know what to do in an emergency or UNT closure?

- UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <https://my.unt.edu>.
- Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly.
- In the event of a university closure, your instructor will communicate with you through Canvas regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide

support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Retention of Student Records (Policy 10.10)

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.