



1.5.003 MSOE Use of Student Projects

Effective date: January 18, 2022
Revision date: n/a
Approvals: Leadership Team
Responsible Office: Campus Infrastructure
Policy Contact: VP of Campus Infrastructure

I. PURPOSE and SCOPE

As part of their curricular or extracurricular activities, MSOE students may work on projects that result in products that may be of potential use by MSOE. This policy sets guidelines on MSOE's possible use of student project products.

II. RELATED POLICIES

None

III. DEFINITIONS

Product: A design, software, hardware, or other artifact, or combination thereof, which results from MSOE student project work.

IV. POLICY STATEMENT

MSOE retains the right to decide if and how any student project products may or may not be used by MSOE.

Student project products are not for production use by MSOE.

V. EXCEPTIONS

In rare cases, production use of student projects may be considered. Such consideration requires approval by applicable division vice presidents. Approval for MSOE use indicates that MSOE accepts all risks associated with subsequent product use and that MSOE may allocate the resources necessary to commission, maintain, and decommission product use.

VI. APPEAL PROCEDURE

A full-time MSOE employee may appeal for the use of a product as an exception to the policy.

- a. The employee submits a written request for MSOE to use a student project product to their division vice president.
- b. The division vice president may decide for MSOE not to use the product. This decision is final.
- c. The division vice president may decide to request a further review for MSOE to use the product. A written request for further review is submitted to the Vice President of Campus Infrastructure.
- d. The Vice President of Campus Infrastructure convenes an ad hoc review committee consisting of representatives from divisions affected by the potential use of the product. The ad hoc review committee assesses:
 - i. the risks associated with MSOE's use of the product
 - ii. the present and future resources necessary to commission, maintain, and decommission product use.

The Vice President of Campus Infrastructure decides if MSOE may or may not use the product. This decision is final.

A decision that MSOE may use the product does not obligate MSOE to use the product. In such cases, a sponsoring department may decide to provide commissioning, maintenance, and decommissioning resources and to use the product.

VII. APPENDICES

None

VIII. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission (HLC) Core Component 2.A

This section to be completed by the Records Manager:

Due date for review

Reviewed biennially: 2026

Public Location

MSOE Policy Library

Version History

- **2024, October 29:** Reviewed without changes

- **2022, January 18:** Initial approval

Records Manager

Assistant VP of Curriculum & Knowledge Management