

University Policy 3.03.03**Use of Confidential Information****Policy Revision Approval Date: May 22, 2007****Policy Revision Effective Date: June 1, 2007****Procedure Approval Date: May 22, 2007****Procedure Effective Date: June 1, 2007****POLICY STATEMENT**

Capella University faculty and staff members will not accept information from learners under an obligation of confidentiality, except as described in this policy's procedures. Information that could be subject to confidentiality requirements includes but is not limited to information obtained from an employer, unpatented inventions, and information obtained pursuant to a nondisclosure agreement. Information that is subject to an obligation of confidentiality and may not be used in any part of Capella University's learning process includes but is not limited to web postings, materials prepared for a course, comprehensive examinations, and dissertations.

RATIONALE

The purpose of this policy is to establish the university's position on the use of confidential information as it applies to completion of course work and degree requirements.

DEFINITIONS

None

PROCEDURES

Disclosure of Confidential Information

Faculty and staff members do not have authority to modify this policy. Therefore, Capella University recommends that learners complete the following steps prior to disclosing any information to faculty members:

- I. Apply for patent protection for any patentable inventions and advise the faculty or staff member or committee to whom information is disclosed of the patent application and the scope thereof.
- II. Obtain a release for any information that could be considered proprietary by any third party and submit this release to the faculty or staff member or committee prior to the time of the disclosure.

POLICY OWNERS

Academic Owner: University General Counsel

Operations Owner: University General Counsel

RELATED DOCUMENTS

University policy 3.03.02 Publication of Dissertations

REVISION HISTORY

Original Policy Approval Date: July 27, 2002

Administrative edits as result of ongoing review: 12-20-07; 11-17-09; 2-22-10; 5-17-11; 7-1-18