



Open Educational Resources

Policy Number: 212

Categorized: Academic

Procedure: 212P

Responsible Office: Academic Affairs

Effective Date: 8/23/24

Date Last Reviewed: 8/23/24

1. Scope

This policy applies to all Northern Virginia Community College students, faculty, staff, and college contractors.

2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS Board of Trustees.

Where a VCCS policy exists, Northern Virginia Community College follows this policy in its operations. Policy 5.14 – Adoption and Use of Open Educational Resources (OER) adopted by the VCCS Board of Trustees and is included in the [VCCS Policy Manual](#).

Faculty at NOVA are encouraged to incorporate OER materials into their course sections as best meets their course and learning objectives.

- I. An OER course section(s) at NOVA is a course that meets all of the following requirements:
 - a. Does not require the student to purchase a textbook.
 - b. Provides access to digitized course materials through NOVA's Learning Management System (LMS).
 - c. Embeds only course materials from one or more of the following areas:
 - i. Materials in the public domain.
 - ii. Materials published under Attribution (CC BY), Noncommercial (CC BY NC), and Sharealike (CC BY SA) Creative Commons licenses, Attribution-Non-CommercialSharealike (CC BY NC SA) or other equivalent open licenses. In keeping with best practices, the CC-BY license is the preferred license for OER materials at NOVA.



- iii. Original materials created by the instructor licensed under Attribution (CC BY), Noncommercial (CC NC), and Sharealike (CC SA) Creative Commons licenses or other equivalent open licenses.
 - iv. Links out to materials with more restrictive or all-rights-reserved copyright licenses, including library materials.
 - d. Fulfills VCCS and NOVA policies on accessibility; namely that materials are in common and current formats; they are easily read on-screen or through the aid of assistive technology, images supported by alternative text, and audio or visual materials supported by captioning or transcription.
 - e. An XOER Designation Approval Form has been submitted to and approved by the Program Dean with oversight of the course under consideration.
- II. A course section(s) may NOT be designated as an OER section if it meets any of the following conditions:
- a. Requires the purchase of a textbook, no matter how inexpensive. This includes any separate course materials or lab fee or fee to access the OER course materials. Note: “Course materials” does not include required course lab fees, or required course supplies, such as optical reader test forms, lab coats, or safety goggles.
 - b. Embeds photocopied or scanned copyrighted materials that violate “Fair Use” guidelines.
 - c. Embeds original content developed by the instructor who has not licensed the material under Attribution (CC BY), Noncommercial (CC NC), and Sharealike (CC SA) Creative Commons licenses or other equivalent open licenses.
 - d. Links out to sites that violate copyright law.
 - e. Embeds all-rights-reserved content provided by publishers to faculty at no cost (ex. evaluation copies of textbooks or publisher-provided Power Point slides).
 - f. Includes materials (including scanned documents and video/audio materials) which are not accessible.
- III. Guidelines for Selection and Maintenance of Course Materials
- a. As subject matter experts, faculty are responsible for selecting OER materials of high quality that best meet the course and learning objectives.
 - b. Faculty must review OER materials each semester to ensure continued compliance with applicable copyright law, continued accessibility for students, and appropriateness to course objectives.
 - c. The OER Checklist is a guide to aid faculty in selecting and reviewing OER materials for quality, accessibility, and copyright compliance.
- IV. Program Review

- a. Implementation of this policy and use of the XOER and LT40 course attributes shall be reviewed during the program review process by the dean to ensure quality standards are being met.

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Authority

[Policy 5.14 Adoption and Use of Open Educational Resources \(OER\)](#)

[Policy 12 Intellectual Property](#)