

ATTACHMENT B: FACULTY REQUEST TO ASSIGN THEIR OWN MATERIALS

Faculty Name: _____ Date: _____

Title of Book, Course: _____

Department/School: _____

Affirm:	
___	Where applicable, these materials are properly copyrighted by me or the publisher.
___	If students are required to purchase these materials, they will also be available for open sale.
___	I will not sell these materials directly to students.

To the best of my knowledge, all of the above information is complete and accurate.

Faculty Member Signature

Date

In approving this, the faculty member's supervisor certifies that the request is within the context of approved policies and that the documentation for this request will be retained by the approving authority for at least two (2) years from the date signed by the supervisor.

Approved: ___ Denied: ___

Supervisor Signature, Title

Date

If Permission is Denied, Provide Brief Justification Below:

