

FACULTY REQUEST TO ASSIGN THEIR OWN TEXTBOOK FORM

Faculty Name: _____

Department: _____

School: _____

Course Title: _____

Title of Book: _____

Semester: _____ Date: _____

AFFIRM:

This book is properly copyrighted by me or the publisher.

This book will be available for open sale.

I will not sell this book directly to students.

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

Faculty Member

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 two (2) years.

Supervisor, Title

Date

IF PERMISSION IS REFUSED, PROVIDE REASON(S) BELOW:

Supervisor, Title

Date