

WCU Administrator Request Form for Access/Transfer of Online Course Content for Educational or Research Use

SECTION A: Administrator Information	
Name:	Position: <div style="margin-left: 20px;"> <input type="checkbox"/> Program Director <input type="checkbox"/> Department Head <input type="checkbox"/> Dean or Associate/Assistant Dean <input type="checkbox"/> Provost </div>
College/School/Program:	
Identify the name/title of the person(s) for whom you seek access/transfer (exp: John Doe, Adjunct Instructor, Economics):	
SECTION B: Course/Content	
Term, Course, Section:	
Content Requested: <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 50%;"> <input type="checkbox"/> All Course Material </div> <div style="width: 50%;"> <input type="checkbox"/> Exclude Discussion Posts. </div> <div style="width: 50%;"> <input type="checkbox"/> Exclude Exams/quizzes </div> <div style="width: 50%;"> <input type="checkbox"/> Exclude Grade Center </div> <div style="width: 50%;"> <input type="checkbox"/> Exclude Publisher Test Banks/Pools </div> <div style="width: 50%;"> <input type="checkbox"/> Other (please specify) </div> <div style="width: 50%;"> <input type="checkbox"/> Exclude Announcements </div> </div>	
SECTION C: Educational or Research Purpose	
Please explain how you intend to use the material for educational or research purposes.	
SECTION D: Prior Notice	
I notified the course creator on _____ (MM/DD/YY) that the university intends to exercise its right to utilize the content for educational or research purposes.	
Please attach a copy of the written notice to this form.	
SECTION E: Certification	
I certify that I have read the University Copyright Policy (Policy 84) and agree to abide by, and ensure that the person(s) identified above abide by, the provisions related to educational and research use of copyrighted works. Additionally, I understand that I am responsible for ensuring that the applicable course materials designate the course creator's name as the owner and creator of the work.	
Administrator's Signature	Date