

Consent to Use Syllabus

Background: A syllabus is the personal intellectual property of the faculty member who created it and is considered scholarly work under Board Policy 3.26 Intellectual Property. MnSCU Board Policy 3.22 Course Syllabi requires faculty to provide students enrolled in a course a copy of the syllabus for the course. In addition, Policy 3.22 requires faculty, upon request, to provide a copy of each of their current course syllabi to the university administration.

Purpose: Faculty may use this form to consent to the copying and/or distribution of a course syllabus for specified purposes. Use of this form is optional. However, in keeping with federal copyright law, any faculty consent to copying or use of a course syllabus should be in writing and signed. No written consent is required for distribution of a syllabus to students enrolled in the, course. Nor is consent required in cases in which ownership of a syllabus has been transferred to MnSCU or a university.

Consent: I hereby grant permission to [University] _____

to provide a paper ___/digital ___ copy [Check all applicable] of the attached syllabus for

[Course Name & Number] _____ to
the following individuals and/or groups for the purposes specified.

[Faculty Signature], _____ Date, _____

Circle appropriate use code(s) and identify recipient. See back for key to use codes]

| Use Code | Recipient |
|-----------|--|
| 1 2 3 4 5 | Administrator: Effective _____ to _____ |

I agree to abide by the terms of use specified above

Recipient Signature _____ Date _____

Recipient should return a signed copy to the faculty member consenting to use of syllabi

| Use Code | Explanation |
|----------|---|
| 1 | Accreditation |
| 2 | Program review |
| 3 | Curriculum development and review |
| 4 | Licensure applications/updates |
| 5 | Other uses or considerations [Specify] *Note that pursuant to Board Policy 3.21 ,course outlines rather than course syllabi should be used to resolve course transfer issues. , |