## Form to Request Approval for Course Adoption of Faculty-Developed Books or Materials

Please provide the information requested in this form along with a copy of the book or material that you are proposing to use in the course and a copy of the course syllabus. This form must be completed and submitted to your department chair or dean <u>at least six weeks prior to the beginning of the registration period for the semester you are proposing to use the book or material. Prior to registration, approvals must be granted by the ad-hoc Faculty Review Committee, the Department Chair, the Dean, and the Provost.</u>

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1.	Title and name of the course for which permission is being requested:
2.	Is the book or material to be required or recommended (attach book or material)? Please explain your expectations regarding student use of the book or material.
3.	Complete bibliographic citation of the book/course materials, including all authors, the publisher, and the date of publication.
4.	Course Syllabus (attach). If the syllabus does not make clear how your book or material relates to the topics and assignments for the course, please explain the relevance here.
5.	Please justify in terms of effective student learning outcomes the selection of the book or material for the course.

Printed	l Name	Signature / Date
permis approv your de	sion to use a book or other self-created mal will depend on the recommendation of ean, and the provost.	curacy of this information as well as formally requesting aterial for the course that you have specified. Final the Faculty Review Committee, your department chair, terials to your department chair or your dean.
8.	indicate whether or not you plan to dona	have received or may receive per volume or unit. Please ate any monetary returns and to whom. Note: If you plan book or material, you must commit in writing to do so t.
7.	Cost of the book or the materials to the and other outlets, such as Amazon).	student (include mark-up price at the TAMIU bookstore
6.	Provide supporting material – such as r of other Universities that have adopted t	eviews of the book or the material (attach) and the names he book or material.