

Course Reserves Student Release Form

Student Information

Student Name: _____

Title of Work: _____

Instructor and Class Requesting Use of Student's Academic Product

Instructor Name: _____

Course Name: _____

Department: _____

Policy and Waiver

Students' papers, projects, and other academic products, whether they be in printed or electronic formats, are granted and retain copyright protection as soon as the works are fixed in some tangible form. Students' papers, projects, and other academic products may also constitute components of their respective *academic records*, and under the guidelines outlined by the *Family Educational Rights and Privacy Act (FERPA)*, are subject to state and federal privacy protection laws. Thus, the Course Reserves Department at Indiana University Southeast Library will only accept students' papers, projects, and other academic products, either in print or electronic format, if formal written permission is granted acknowledging the following irrevocable permissions and waivers:

1. I, _____, as the author or creator of the aforementioned paper, project, or other academic product, hereby grant express permission to Indiana University Southeast Library and the Indiana University Board of Trustees to have it placed on print or electronic reserve for its use by students in the course identified above; or, in a similar or closely related course offered by Indiana University Southeast.
2. *Indiana University Release of Student Information Policy* (<http://policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-05-release-student-information.shtml>), in addition to local, state, and federal laws, may define and protect student records and other privacy interests relating to the use and release of productions arising out of or prepared for educational purposes. By signing below, I am authorizing the release of the academic product identified above for the purposes set forth in Paragraph 1, and I am relinquishing and waiving any and all claims that may arise under statutory or common law protections as a result of the use of this academic product for these defined purposes.

Student Signature: _____

Date: _____

Questions: Please Contact

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