**Emory University**

**Student Work Distribution Permission**

**U.S. Copyright Law (17 USC, Sec. 106)** provides copyright protection for any work by an author, including distributing students’ papers and/or projects without permission.

**FERPA (Family Educational Rights & Privacy Act, 34 CFR Part 99)** prevents an institution from disclosing or publishing a student’s written examination or paper without prior written consent.

Instructors must request written permission from the student author prior to distributing student work, including posting to a website or course reserves, including in a teaching portfolio, or sharing in a class. Please have the student fill out this form before distributing a student’s work. If the paper/project has multiple authors, a permission form is required for each student.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give permission for

(print name of student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to distribute my paper/project titled

(print name of instructor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on:

(print name of paper or project)

\_\_\_\_\_ Publicly available website at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print URL or name)

\_\_\_\_\_ Course management system, such as Blackboard

\_\_\_\_\_ Electronic course reserves

\_\_\_\_\_ Teaching Portfolio

My paper/project may be made available for the following length of time:

\_\_\_ one semester

\_\_\_ one academic year

\_\_\_ indefinitely

My name **may** \_\_\_\_ or **may not** \_\_\_\_ be included on the paper/project.

I retain all copyright in my paper/project, including the right to use all or part of this paper/project in the future.

I will identify any copyrighted content I did not create and which is not a fair use so that my paper/project may be properly restricted to distribution only within the Emory community.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Instructors should retain this completed form for the time period that the student’s work is distributed. If submitting student’s paper/project for electronic reserves, please include this form with the request.