



**Instructional Materials  
Opt-Out or Supplemental Materials Review Form**

The first section of this form should be completed by the full-time faculty member who is choosing to opt out of using the department’s approved instructional materials or who is choosing to use supplementary materials in addition to the department’s approved instructional materials. The second section should be completed by the chair of the department’s textbook committee, in conjunction with the members of the committee. A copy of the completed form should be provided to the faculty member requesting to opt out or use supplemental materials, and the original should be returned to the department’s dean for approval (for supplemental materials only) and retention.

**Section I. (to be completed by the faculty member seeking review and approval of non-department materials)**

Faculty member’s name: \_\_\_\_\_

Course prefix and number: \_\_\_\_\_

Course title: \_\_\_\_\_

Please check the appropriate statement:

I wish to opt out of using the department’s approved instructional materials.

I wish to use supplementary materials with the department’s approved instructional materials.

Describe the instructional materials you wish to use for this course in lieu of the department-approved materials or to supplement the department-approved materials; provide a URL or access information where appropriate:

(If opting out) These materials will be provided at no cost to students:      YES      NO

(If supplementary) These materials will be provided for no cost, electronically when possible, or at the direct cost for reproduction and copyright permissions where applicable.  
YES      NO

(If supplementary) The materials will be available at the start of the class. YES      NO

Are all versions of the materials accessible with assistive technologies used by students with disabilities (including closed-captioning on videos)? YES NO

Describe how these materials will help you meet the course’s learning outcomes:

Do you have any additional information for the textbook committee to review?

**Section II. (to be completed by the members of the department’s textbook committee)**

Textbook committee members (list chair first):

Do the proposed materials appear to be at an appropriate level for the course? YES NO

Will the proposed materials ensure the faculty member can meet the course’s objectives?  
YES NO

(If opting out) Will the materials be available at no cost to the student? YES NO

(If supplementary) Will the materials be available at no cost to the student (excepting the cost of copies and permissions, where applicable)? YES NO

If the answer to any of the above is NO, please provide feedback:

The faculty member is approved to use the described materials for this course:    YES    NO

Textbook Committee Chair: \_\_\_\_\_

(If supplemental materials) Dean: \_\_\_\_\_