



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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Title: RELEASE OF INSTRUCTIONAL MATERIALS

Code: EE0107

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Policy Reference: E0100, Instructional Support

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Copies of instructional materials developed at MATC may be released to other Wisconsin Technical College System districts or other schools which are part of the curriculum networks in which MATC participates. The following shall apply to such requests:

1. Materials shall be authorized in writing for release by the author(s) and appropriate instructional dean.
2. All material to be released must conform to MATC editing standards and be properly marked declaring copyright ownership by the district board or author.
3. Permission to reproduce additional copies of MATC instructional materials must be obtained in writing from the copyright holder.

**NOTE:** Instructional materials copyrighted by the district board and/or sold with royalty agreements and/or for profit require special approvals coordinated by Academic Services.

See also: EE0100 Duplication of Copyrighted Materials

Office of Responsibility: Academic Services

Last Reviewed: June 2022