Submitting a Clearance Request (Faculty-Created Content)

Faculty-Created Content includes presentation slides, handouts, tests, course manuals, etc. basically anything you’ve created or assembled that includes content from other sources.

Follow the steps below to submit a clearance request to have your Faculty-Created Content screened:

1. From the home page, click on New Clearance Request.

2. Provide basic Details about your request.

3. Provide Reference information about your request.
4. Select the Course(s) that your request will be used for.

Select the course(s) for which you intend to use the content you've created. Courses will pre-populate based on those you're registered to teach.

You can also search for your course(s) by course name, title, term, etc.

Click Next to proceed to the next step.

5. Upload your Faculty-Created Content.

Add Excerpt

Click Choose File and select the file from your computer that contains the content you've created.

Click Add to upload the file to the system. Added files will appear in the File box.

Click Next to proceed to the next step.
6. Review the summary of your request.

You can review the status of your Faculty-Created Content by accessing the pending and approved tiles from the Copyright Management System’s home page.

Copyright Services Staff will review the Faculty-Created Content that you submitted and will take into consideration any concerns or questions that you entered in Step 3 of the submission process. When your Faculty-Created Content has been assessed, you will receive an email from the Copyright Services Staff which will let you know that your Faculty-Created Content has been cleared or they’ll let you know of any suggestions or alternatives that would bring your Faculty-Created Content into compliance with the copyright legislation and the College’s copyright policies. Once cleared, you can proceed with the intended use of your Faculty-Created Content.

If you have any questions or need assistance, please contact the Copyright Services Office:

Meaghan Shannon, Copyright Services Officer
519.452.4430 x4346
m_shannon2@fanshawec.ca