Authorization to Use Restricted Information

It is the policy of Western Governors University ("WGU") that student Capstone projects should not be based upon, and should not include, any proprietary or classified information or material belonging to your employer or any other organization ("Restricted Information") without appropriate authorization.

Instructions: Use the template below to produce a letter which, when signed by an individual with the necessary authority within your employer company or another organization, will authorize your use of Restricted Information.

<Date>

Re: Authorization to use proprietary and/or classified information in a student research project.

Dear [Sir or Madam],

The purpose of this letter is to authorize [insert student name], a student at Western Governors University, to conduct a university capstone research project utilizing the following information and/or material owned or protected by [insert name of organization]:

[Provide description of project and specific information/material to be used in your Capstone project.]

By my signature below I represent that I am legally authorized to act on behalf of [insert name of organization] with respect to this authorization, and that [insert name of organization] authorizes [insert student name] to use the information and/or material referenced above for the purposes of a student research project at Western Governors University, recognizing that the information and/or material may be shared with University faculty and students.

<Original Ink Signature>  < Date>

<Title>
<Address>
<Email>
<Phone>