This Request for Basic Curriculum Materials was received in Teaching and Learning Services on __________ by __________________________.

Materials: ____________________________________________

The instructional materials committee convened on _________________________ to consider this request. The decision of the IMC was:

_____ to recommend on the basis of procedural compliance.

_____ not to recommend on the basis of procedural non-compliance.

Reason:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

A written notification of this finding was mailed to person requesting consideration on: ____________________________

_________________________________ ______________________________
(Chairperson of the IMC) (Secretary of the IMC)

_______________ ______________
(Date) (Date)