**IT Capstone Project Restricted Information Authorization Form**

It is the policy of Western Governors University (WGU) that student capstone projects should not be based on or include, without authorization, restricted information. Restricted information is any proprietary or classified information or material belonging to your employer or any other third party. To use restricted information in your capstone project, you must obtain the third party’s permission. By filling out this form, you are certifying that your capstone project is based upon and/or includes restricted information and that you have obtained authorization to use the restricted information in the manner prescribed by WGU. Authorization is provided below.

<Student Name> < Date>

**Authorization to Use Restricted Information**

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Instructions: Use the template below to produce a letter that will authorize your use of restricted information when signed by an individual with the necessary authority within your employer company or another organization. You must include the title, address, email, and phone number of the individual who signed the form.

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

I authorize [insert student name] to conduct a university capstone research project utilizing the following information and/or material owned or protected by [insert organization name]:

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

By signing below, I represent that: (i) I am legally authorized to act on behalf of Organization with respect to this authorization; (ii) Organization authorizes [insert student name] to use the information and/or material referenced above for the purposes of a student research project at WGU; and (iii) I recognize that the information and/or material may be shared with university faculty and students.

<Name> < Date>

<Title>

<Address>

<Email>

<Phone number>