

Policy on Duplicated Material for Classes

Revised Effective 9/1/2003

Policy:

It is University policy that materials that are generated for class distribution are prepared at the cost of the program or college as part of the academic service provided to students, and that students not be expected to make additional payments in any form in class for these materials.

The policy excludes materials that are prepared and packaged for distribution to field, focus, and other programs through the MBS/Direct program or the University bookstores. Further, the collection of funds directly from students in any form by faculty or staff is expressly precluded by this policy except as outlined below.

Procedures:

- All materials required by faculty for direct distribution to a class are generated through the Colleges and Programs, using standard University duplication procedures and cost controls.
 - The use of other duplication facilities is not permitted, since the University maintains an extensive system of materials reproduction.
- The cost of this instructional material is deemed to be included in the base fees paid by students through their tuition, unless prepared as a packet for sale or distribution through the bookstores or MBS/Direct fulfillment systems.
- Additional payments by students for this material are not to be required or requested by any faculty or staff member at any time.
- Materials prepared for programs that is 'pre-packaged' and distributed through the MBS/Direct or University Bookstores are either included in the course fee or paid for by the student to the distribution fulfillment operations managed for the University by these groups.
- Material prepared for programs by the Colleges may only be sold directly to students in class if:
 - The College Dean has pre-approved such an arrangement and notified Instructional Services,
 - The 'publication fee' has been published in University Schedules or Quarterlies,
 - Payment is by check payable to the University and deposited through the Budget Head for the College,
 - Printing and/or duplication costs are absorbed by the College;
- A special procedure exists for the Colleges to utilize in having materials prepared and packaged by the Barnes & Noble Bookstore (operator). Please contact the Dean's Office, Operational Services, or the B&N Manager to obtain the documents and discuss proper arrangements.