ARIZONA BOARD OF REGENTS
POLICY MANUAL

2-323 Course Materials (formerly 2-409)

Revision Dates

11/19/2026, 10/2/2020, 2/8/2013 (adopted)

A. The Universities shall comply with the requirements of § A.R.S. §15-1891 for college course materials.

B. The Universities shall encourage faculty to consider the cost to students when selecting course materials and encourage faculty to select lower cost options, such as supplements to existing texts rather than new texts, when appropriate.

C. The University shall work with faculty members or any other employees who are in charge of adopting course materials to make a request for information pursuant to Section A.

D. No faculty member or employee shall demand or receive any payment, loan, advance, good, or deposit of money present or promised for selecting or purchasing specific course materials required for coursework or instruction, except that the faculty member or employee may receive:

1. Free review copies, complimentary teacher editions, or instructional materials that are not intended to be sold by any faculty, staff, or bookstore;

2. Royalties or other compensation from the sale of course materials that include the faculty member's own writing or work;

3. Honoraria for academic peer review of course materials; and

4. Training in the use of course materials and learning technologies.

E. Compliance with Higher Education Opportunity Act

1. By July 1, 2010, universities will, "to the maximum extent practicable" disclose on their internet course schedule the international standard book number ("ISBN") and retail price information of required and recommended textbooks and supplemental materials for each course listed on the institution's course schedule. If the ISBN number is not available, the institution must disclose the author, title, publisher, and copyright date instead. Finally, if the institution determines it is not practicable to disclose either the ISBN number or the alternative

information, it must place “to be determined” on its internet course schedule.

2. Universities also must, as soon as practical and at the bookstore’s request, provide their bookstore the University’s course schedule for the subsequent academic period, the number of students enrolled in each course, the maximum student enrollment in each course, and the ISBN numbers and retail price information of all required or recommended textbooks and supplemental materials.

3. Universities must also disclose on any written course schedules that textbook information is available on their internet course schedules and provide the web address.

4. Universities are encouraged to provide students information on institutional programs for renting textbooks or buying used textbooks, institutional guaranteed textbook buyback programs, institutional alternative content delivery programs, and other cost-saving strategies.

F. This policy shall not be construed in a manner that violates academic freedom.

G. Each university shall ensure compliance with A.R.S § 15-151 regarding eye protective wear.

H. For the purposes of this policy:

1. "Book buyer" means any person or entity, including a University or Community College district bookstore, engaged in the purchase or sale of course materials.

2. "Bundled" means one or more course materials that are packaged together to be sold as course materials for a single price.

3. "Complimentary teacher editions" means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an "instructor edition" or "instructor manual" and that contains answers and solutions, test questions and pedagogical techniques.

4. "Course materials" means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in a University under the jurisdiction of the Arizona Board of Regents or a Community College under the jurisdiction of a Community College District in this state.

5. “Eye protective wear” means devices meeting the standards of the American National Standards Institute’s standards for occupational and education eye protection, Z87.1-1989.

6. "Publisher" means any publishing house, firm or company that produces course materials.

7. "Sample copy" means any book that is the same as the regular student edition.

8. "Substantive content" means portions of a college textbook, including new chapters, additional eras of time, new themes, or new subject matter.

9. "Written information" means information provided on print material, and includes electronic communication or publication on a website.

Policy History

2/8/2013 The Board repealed 2-409 and adopted 2-323 in its place.

10/2/2020 Policy revision approved by the Board on second reading.

11/19/2026 Policy revision approved by the Board on second reading.

Related Information