

Policy Number: 2-323	Policy Name: Course Materials
Policy Revision Dates: 10/2020, 2/13	Page 1

2-323 Course Materials

- A. Pursuant to A.R.S. §15-1891, the publisher of course materials shall provide the following written information to faculty members and any other employees who are in charge of selecting or adopting course materials:
1. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;
 2. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials; the publisher may include the time period during which the pricing is applicable;
 3. The copyright dates of the previous edition if the copyright dates do not appear in the course materials; and
 4. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.
- B. The University shall notify faculty members and employees of the requirements of Section A. and adopt policies that instruct a faculty member or employee who is in charge of selecting or adopting course materials to place orders with sufficient lead time to enable the University bookstore or contract managed bookstore to confirm the availability of the requested materials.
- C. The University 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.

Policy Number: 2-323	Policy Name: Course Materials
Policy Revision Dates: 10/2020, 2/13	Page 2

- D. 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.
- E. 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.
- F. A book buyer or vendor of course materials shall not solicit a faculty member or employee of the University for the purpose of selling or trading a free sample copy or complimentary teacher editions provided at no charge by a publisher to a faculty member or employee.
- G. 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.

Policy Number: 2-323	Policy Name: Course Materials
Policy Revision Dates: 10/2020, 2/13	Page 3

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 buy-book programs, institutional alternative content delivery programs, and other cost-saving strategies.
- H. This policy shall not be construed in a manner that violates academic freedom.
- I. In accordance with A.R.S §15-151, student, faculty, and visitors at the universities shall wear appropriate eye protective ware while participating in or when observing activities involving exposure to:
1. Molten metals or other molten materials.
 2. Cutting, shaping and grinding of materials.
 3. Heat treatment, tempering or kiln firing of any metal or other materials.
 4. Welding fabrication processes.
 5. Explosive materials.
 6. Caustic materials.
 7. Radioactive materials.
- J. For the purposes of this policy:

Policy Number: 2-323	Policy Name: Course Materials
Policy Revision Dates: 10/2020, 2/13	Page 4

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.