

Complete Policy Title:

**Policy on the Sale of Course Materials
and Texts by Academic Departments**

Policy Number (if applicable):

Approved by:

Combined Operations Group

Date of Most Recent Approval:

September 10, 1992

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive :

Associate Vice-President (Academic)

Enquiries:

[University Secretariat](#)

DISCLAIMER:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

1. To be consistent with the University's goal of providing excellent educational programmes, course outlines/requirements and assignment instruction handouts will be provided without additional charge to students.
2. Academic departments will use the services of the Bookstore and the Printing Department to provide course materials, texts, workbooks, etc. which are paid for by students. In return when Custom Printing is used, the bookstore and Printing Department will reimburse each department/Faculty at a predetermined rate e.g. \$.01 per page. Individual faculty payment will be maintained as per [The Policy for the Distribution of Income from the Sale of Instructional Materials](#).

EARLY SUBMISSION BONUS: Dependent on deadline submission dates and accepted at the instructor's discretion. If accepted it will be added to the price of a coursepack (based on \$.01 per page to a maximum of \$2.00 a coursepack) and is payable either to the instructor or the department.

3. Academic departments will employ the services of the Bookstore to obtain copyright permission when articles, book chapters, texts, etc. are reproduced for student use. The University will not assume responsibility for an individual faculty member or teaching assistant's disregard of the Copyright Act.