

SUBJECT: Coursepacks	Effective Date: 10-17-07	Policy Number: 4-405	
	Supersedes:	Page 1	Of 1
	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all instructors of record.

POLICY STATEMENT:

The university will make all coursepack materials available for purchase on campus for the benefit of students.

DEFINITIONS:

Coursepacks. Book chapters, journal articles, illustrations, notes, reading materials, etc., used to supplement or supplant traditional textbooks.

PROCEDURE:

Instructors of record must supply one copy of all coursepacks to the UCF Bookstore or Computer Store, as appropriate, usually two weeks before the start of classes. The UCF Bookstore or Computer Store will reproduce the materials and make them available for any student desiring them.

RELATED INFORMATION:

2-103 *Use of Copyrighted Material* policy.

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL	
(For use by the Office of the President)	
Policy Number: 4-405	
Initiating Authority: <u>[Signature]</u>	Date: <u>12/4/07</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>12-3-07</u>
President or Designee: <u>[Signature]</u>	Date: <u>12/4/07</u>