



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

<b>SUBJECT:</b>  Coursepacks	<b>Effective Date:</b> 4/8/2019	<b>Policy Number:</b> 4-405.2	
	<b>Supersedes:</b> 4-405.1	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Provost and Vice President for Academic Affairs		

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 10-17-2007**

### **APPLICABILITY/ACCOUNTABILITY**

This policy applies to all instructors of record.

### **POLICY STATEMENT**

The university will make all coursepack materials available for purchase through the UCF Bookstore 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, usually four to eight weeks before the start of classes. The UCF Bookstore will reproduce the materials and make them available for purchase.

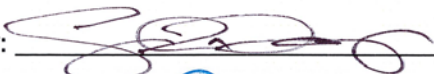
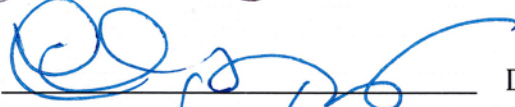
**RELATED INFORMATION**

UCF Policy 2-103 *Use of Copyrighted Material* <http://policies.ucf.edu/documents/2-103.2UseOfCopyrightedMaterial.pdf>

UCF Regulation 2.032 *Textbook Adoption*:  
<http://regulations.ucf.edu/chapter2/documents/2.032TextbookAdoptionFINALMay16.pdf>

Coursepack order forms: <https://www.facultyenlight.com/node/add/adoption-request>

**INITIATING AUTHORITY** Provost and Vice President for Academic Affairs

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 4-405.2	
Initiating Authority: 	Date: <u>4/15/2019</u>
University Policies and Procedures Committee Chair: 	Date: <u>8/30/18</u>
President or Designee: 	Date: <u>4/8/19</u>