

<b>SUBJECT:</b>  Coursepacks	<b>Effective Date:</b> 1-20-2010	<b>Policy Number:</b> 4-405.1	
	<b>Supersedes:</b> 10-17-07	<b>Page</b> 1	<b>Of</b> 1
	<b>Responsible Authority:</b> 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 in 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:**

2-103 *Use of Copyrighted Material* policy: [http://www.policies.ucf.edu/documents/2-103UseofCopyrightedMaterialLetterheadFinal\\_000.pdf](http://www.policies.ucf.edu/documents/2-103UseofCopyrightedMaterialLetterheadFinal_000.pdf)

Regulation UCF 2.032 *Textbook Adoption*:

[http://regulations.ucf.edu/~regs/pdf/notices/2.032TextbookAdoption\\_000.pdf](http://regulations.ucf.edu/~regs/pdf/notices/2.032TextbookAdoption_000.pdf)

Coursepack order forms: [http://www.vpaa.ucf.edu/files/Txtbk\\_Coursepack\\_Order\\_Form.pdf](http://www.vpaa.ucf.edu/files/Txtbk_Coursepack_Order_Form.pdf)

INITIATING AUTHORITY: Provost and Executive Vice President

<b>POLICY APPROVAL</b>	
<b>(For use by the Office of the President)</b>	
Policy Number: 4-405.1	
Initiating Authority: <u></u>	Date: <u>3/25/10</u>
Policies and Procedures Review Committee Chair: <u></u>	Date: <u>9-24-10</u>
President or Designee: <u></u>	Date: <u>2/30/10</u>

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