Policy Title: **COURSE MATERIALS**

Curriculum changes and updates should be occurring on a regular basis; therefore, it is important to annually review all associate degree and technical diploma course materials. Instructional materials selected must a) be written at the appropriate level, b) be cost effective, c) help students achieve a mastery of the course competencies, and d) reflect current industry practices.

Only course materials that are used extensively in a course should be listed as required. Instructional materials classified as optional will be available for purchase if the student wishes to use them, but the student will not be required to purchase optional materials. The College supports the use of online resources for students as a way to reduce costs provided that they comply with the College's copyright policies. Materials (curriculum manuals, coursepacks, etc.) may not be reproduced for student use through departmental accounts and copying. Rather, they should either be made available in electronic formats or sold through the campus bookstore. Copyrighted materials may not be posted without the author's express written consent.

The College bookstore is the official agent for the procurement of all course materials. In limited situations and upon the approval of the Vice President for Finance & Facilities, materials may be purchased through alternate vendors. However, the College maintains a contractual responsibility to source all materials for student use through our approved vendor.

Unless otherwise approved by the Dean, there is only one set of textbooks/workbooks/materials identified for each state-approved associate degree or technical diploma course. The responsibility and authority for identifying the textbooks/workbooks/materials resides with the instructional department that has responsibility for the course.

Course material requirements must be identified as part of the course's curriculum documentation and are a required element in the course syllabus. Course material requirements for all credit and noncredit courses must also be identified on each course in the registration system/course database.

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