Sam Houston State University Academic Policy Statement 860211 Requisition of Course Instructional Materials Page 1 of 2 Revised January 11, 2022

1. PURPOSE

The purpose of this policy is to provide a uniform procedure for providing information concerning the adoption and requisition of textbooks and related course instructional materials and the approval and production of custom course materials.

2. PROCEDURE

- 2.01 In accordance with Texas Educational Code, department/school chairs/directors, or their designees, will collaborate with the contracted university bookstore vendor in acquiring all textbooks and course materials for their respective academic units according to the following schedule:
 - a. For Spring Semester on or before October 1
 - b. For Summer Sessions on or before March 1
 - c. For Fall Semester on or before April 1
- 2.02 Departments, divisions, and employees of Sam Houston State University are prohibited from purchasing any course materials and selling them to students. University employees will select all course materials through the contracted university bookstore vendor. Exceptions require prior written approval of the Provost and Sr. Vice President for Academic Affairs or their designee.
- 2.03 Open educational resources are exempt from the above requirements.
- 2.04 Department/school chairs/directors, or their designees, will collaborate with the University's print services to produce any custom course packets and lab manuals, in accordance with the following schedule:
 - a. For Spring Semester on or before December 1
 - b. For Summer Sessions on or before May 1
 - c. For Fall Semester on or before July 1

All custom course packets and lab manuals will be produced by the University's print services and distributed through the contracted university bookstore vendor. Faculty will collaborate with the University's print services for the development of custom course materials, including:

- a. Development of course packets
- b. Securing copyright clearances
- c. Printing/binding/distribution
- d. Sale of course packets

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- 2.05 Course materials written by University faculty and sold to University students are subject to written approval by the chair, dean, and Provost and Sr. Vice President for Academic Affairs or their designee. Requests should indicate the proposed pricing and any profits and/or royalties. Requests for approval are judged on the content's relevance to the course and on the fairness of the royalty structure. Requests for approval shall be submitted to the Provost and Sr. Vice President for Academic Affairs in accordance with the following deadlines:
 - a. For Spring Semester on or before September 1
 - b. For Summer Sessions on or before February 1
 - c. For Fall Semester on or before March 1

Once approved, course materials are subject to reapproval only when substantive changes in content and/or royalty structure have occurred.

APPROVED:	< signed >	
	Alisa White, Ph.D. President	
DATED:	1/25/22	

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: Reviewer:	Academic Affairs Council	Review Cycle: Review Date:	•	
Approved:	<pre> < signed > Michael T. Stephenson, Ph.D.</pre>	Date:	1/14/22	
Provost and Sr. Vice President for Academic Affairs				

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.