

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

