



Standard Administrative Policy and Procedure

Subject: University Store - Required Course Materials and Supplies

Number:

I. PURPOSE

To outline the process for ordering course materials – custom and non-custom – by faculty, academic professionals and others providing instruction at the University. This Standard Administrative Policy and Procedure in part ensures the University’s compliance with the US Department of Education’s Higher Education Opportunity Act (“HEOA”) of 2008.

II. DEFINITIONS

Higher Education Opportunity Act (HEOA): The purpose of the HEOA is to ensure that students have access to affordable course materials. This will be accomplished by decreasing costs to students and enhancing transparency at the time of registration with respect to the selection, purchase, sale, and use of course materials. Additional details of the HEOA are available at <https://www2.ed.gov/policy/highered/leg/hea08/index.html>.

III. POLICY

A. General

Per the HEOA, an institution of higher education receiving Federal financial assistance shall make available to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with, the institution, as soon as is practicable upon the request of such college bookstore, the most accurate information available regarding; (1) the institution's course schedule for the subsequent academic period; and (2) for each course or class offered by the institution for the subsequent academic period, (A) the information required by subsection (d)(1) of the HEOA for each college textbook or supplemental material required or recommended for such course or class; (B) the number of students enrolled in such course or class; and (C) the maximum student enrollment for such course or class.

B. Course Materials

The University of Wyoming will subscribe to the following:

1. The University Store is the exclusive department for the selling of course materials and related supplies to students on campus.

2. University Instructors (i.e., faculty, academic professional lecturers, etc.) will submit all required and/or recommended course material information to the University Store by the Store's established and published deadlines. The University Store will establish these deadlines according to industry norms.
3. University Instructors shall designate through the Store's electronic course material adoption system those classes where materials are not required.
4. "No Course Material Required" submissions that subsequently result in "Required Materials." It is a violation of HEOA if the Store is not notified of this change. The violation will be reported to College Deans and the Provost and Vice President for Academic Affairs or a **designee**.
5. Course material information submitted to the University Store will include the title, author, and edition of the book for each course; the ISBN #; and whether the book is required, recommended, or supplemental. The preferred method for submission of this information is through the University Store's electronic course material adoptions system.
6. After course material deadlines have passed, the University Store will:
 - a. Provide to instructors and department heads a report detailing the courses offered by the University along with those classes in which course material information is not on file. Department heads will be responsible for communicating with instructors to ensure outstanding course material information is provided to the University Store within ten (10) working days.
 - b. Upon conclusion of these ten (10) working days, a report detailing those classes offered by the University in which class material information remains absent is to be provided to the respective Deans and the Provost and Vice President for Academic Affairs for resolution.
7. Course materials may be changed after adoptions have been submitted to the University Store, but may result in the department reimbursing the University Store for rush freight, restocking/return charges and other charges incurred by the Store as a result of this change. Changes to materials for new editions or discontinued titles are acceptable.
8. Course materials may be adopted after the posted adoption deadline, but may result in the department reimbursing the University Store for rush freight, restocking/return charges and other charges incurred by the Store as a result of this late adoption. Acceptable justification for late adoptions or changes may include an instructor not assigned to a course or a newly created course.
9. The term custom material means: (1) a course material (i.e. textbook) that is compiled by a publisher at the direction of a faculty member or other person or adopting entity in charge of selecting course materials at an institution of higher education; and (2) may include, alone or in combination, items such as selections from original instructor

materials, previously copyrighted publisher materials, copyright third-party works, and elements unique to a specific institution. Custom course materials do not include materials sourced by the University Store through the Copy & Print Center.

10. All custom and non-returnable course materials, requested by Instructors must be accompanied by written approval from the department head and identify a “commitment period” in which the materials will be required (Fall 20XX – Fall 20XX). Changes to custom and non-returnable materials within the commitment period may result in the department reimbursing the Store for unnecessary and avoidable costs associated with these specific materials. For example, Department X orders a custom material with a commitment period of two (2) years, but after one semester the use of the custom course material is discontinued. In anticipation that the material would continue to be used, the Store has bought these materials back from students and is unable to return the materials to a publisher. Because there is no market to sell the existing inventory the Store has purchased, Department X may be required to reimburse the Store.

Responsible Division/Unit: Division of Administration and Finance/Auxiliary Services/
University Store

Source: 20 U.S.C. § 1015b

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 10/3/2018