POLICY

Effective Date: May 26, 1998
Revised: May 7, 2021
Approved By: President Sabah Randhawa
Authority: Chapter 516-40 and RCW 28B.10.590

Replaces:
Document #:
POL-U8650.01 Textbook Ordering Policy

See Also:
Document #:
PRO-U8800.02A Ordering and Communicating Course Materials
FRM-U8800.02A Textbook Acquisition Form

POL- U8800.02 ORDERING AND COMMUNICATING COURSE MATERIALS

This policy applies to all faculty and staff requesting course materials for University classes from the Associated Students (AS) Bookstore.

Definitions:

Course Materials: Any supplies or texts required or recommended by faculty or staff for a given course. Course materials may include, but are not limited to, texts, workbooks, study guides, CD-ROMS, art supplies, and other ancillary materials (WAC 516-40-020).

Note: The above definition includes multiple formats and modalities through which students may access such content.

1. AS Bookstore Has Exclusive Authority to Sell Course Materials On-Campus
2. AS Bookstore Maintains the Official Record of Course Materials
3. AS Bookstore Will Work with Course Instructors to Provide Affordable Course Materials
4. Course Instructors (or designee) Must Communicate All Assigned Course Materials to the AS Bookstore

To the maximum extent practicable, course materials shall be communicated at least
10 days beforehand students register for classes.

5. **AS Bookstore Must Communicate Course Material Information on the Website**
   AS Bookstore must communicate course materials four (4) weeks before the start of the class for which the materials are required (RCW 28B.10.590).

   Information must include:

   a) Anticipated cost of course materials and
   c) Title
   d) Author(s)
   e) Edition