

POLICY

Effective Date: May 26, 1998
Revised Date: August 14, 2012
Approved By: President's Cabinet

Authority: [HR 4137, Sec. 112](#);
[WAC 516-40](#); [RCW 28B.10.590](#)

Replaces: POL-U8800.02 Textbook Ordering Policy

See Also: PRO-U8800.02A Ordering and Communicating Course Materials
[FRM-U8800.02A](#) Textbook Requisition

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 before students register for classes.

5. **AS Bookstore Must Communicate Course Material Information on the Website at the Time of Class Registration**

POLICY

Information must include:

- a) Anticipated cost of course materials and
- b) International Standard Book Numbers (ISBN).