

## Student Course Materials (a.k.a. “Coursepacks”) Policy

Kresge Library Services (KLS) partners with Study.net and University of Michigan Printing Services for the production and delivery of digital course materials selected by instructors. Typically, this material is copyright restricted and permissions must be obtained prior to use in all courses. KLS will post an announcement on respective Canvas course sites, informing students how to access or purchase the material (approximately two weeks before classes begin or as soon as materials are available).

There are two types of course materials:

1. Required Standard (READINGS) Materials: *Copyright items such as cases, published articles, book chapters and any additional readings the instructor chooses to bundle as a coursepack.*
2. Required Special Participatory (PARTICIPATORY) Materials: *Each student is assigned a unique role or access to a simulation, online tutorial or negotiation exercise. Access is provided by the instructor or the vendor prior to or on the date it will be conducted in class. PARTICIPATORY material may be sold separate from READINGS material.*

There are two payment types:

1. Course Fee: READINGS and/or PARTICIPATORY materials may be included as a tuition fee. If the course fee is applicable, you will receive access to the material within respective Canvas course sites, from your instructor or from the publisher.
2. Student Pay: READINGS and/or PARTICIPATORY materials will need to be purchased from Study.net.

Required or Optional TEXTPAK (printed copy of digital cases/readings):

- an option to order (as part of course fee) or purchase a printed copy in black & white, duplex format, will be made available when applicable through term specific drop/add deadline.

**By accessing and/or purchasing course materials, each student agrees to:**

- access and/or purchase the material only for your personal educational use by the term purchase end date.
  - Study.net will provide digital access to READINGS materials (downloadable to eReader or as a PDF).
  - request a printed copy (TEXTPAK) when the cost is included as a course fee; or purchase a printed copy of the READINGS materials if the cost is not included as a course fee.
- not share course materials, either digitally or in print format, with a student who has not paid all course materials costs and fees.
- not participate in PARTICIPATORY material unless course fee or purchase was completed, *even if given access by your instructor prior to the purchase*, and accept that class credit for participating in the material may be withheld if the purchase is not completed by the purchase end date.
  - KLS will monitor purchases and report discrepancies between purchases and participants to the course instructor(s).
  - KLS will send out one reminder to complete the purchase.
  - Extensions beyond the purchase end date will not be authorized.
- request a refund for purchased digital content ONLY if the following conditions are met (course fees will be based on the University's [Student Fee and Fee Regulations Policy](#)):
  - You **were enrolled** in the course prior to purchasing the digital content and have **officially dropped** the course.
  - **Material was not viewed or printed per Study.net's refund policy.**
  - Your request is submitted by the refund date per term to [customerservice@study.net](mailto:customerservice@study.net).
  - **NO REFUND will be provided for the optional purchased printed TEXTPAK.**