

Faculty Course Materials (a.k.a. coursepack) 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 it is available).

There are two types of course materials:

1. Required Standard (READINGS) Materials: *Copyright items such as cases, published articles, book chapters or any additional readings the instructor chooses to bundle as a coursepack, with the exception of required special participatory materials.*
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 student payment types:

1. Course Fee: READINGS and/or PARTICIPATORY materials may be included as a course tuition fee. If the course fee is approved, students will receive access to the material within respective Canvas course sites, from the instructor or from a PARTICIPATORY vendor. *Strict deadline dates are set by the Registrar's office and the KLS team need a week or more to process the material before the Registrar's deadline date.* Course fees must be at minimum of \$25 to be approved by the Registrar's office.
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.

By submitting course materials, each instructor (or course coordinator if multiple instructors):

- will notify KLS if there are extenuating circumstances and course materials cannot be submitted by the deadline date.
- will complete the course material production request form and submit digital files of all required course materials to KLS by deadline date established each term. *KLS requires approximately six weeks lead time to secure copyright permission, set up course fee, and manage the production of over 100 course sites per Fall and Winter term.*
- understands that the course fee may not get authorized and/or material may not be made available before class begins if material is not submitted by deadline date. *The Registrar's course fee deadline is very strict (no exceptions).*

- notify KLS of any class handouts, exams or PARTICIPATORY material that will need a specific access/distribution date. *Student pay PARTICIPATORY purchases will not be extended beyond the date specified. This is to ensure that all students have paid before access is granted.*
- notify students about student pay PARTICIPATORY materials in their syllabus. Students need to be informed that their grade will be greatly affected or held if they do not finalize their student pay purchase by the date specified (typically this date would be at least one week before students will receive access or negotiation exercises in class). KLS will email faculty and students if payment has not been received.
- will review/approve the digital Study.net course site and complete the approval form right away:
 - KLS staff will call or email with questions and submit a request when the material is ready for final review/approval.
 - Study.net will provide digital access (downloadable to eReader or as a PDF to all instructors and TAs).
 - an option will be available to request a printed copy (TEXTPAK), if applicable, on the approval form.
- not share course materials, either digitally or in print format, with a student who has not paid all course materials costs and fees.
- not assign the “student” role in Canvas to anyone manually added to the Canvas course site. Anyone not officially registered in the courses will be assigned one of the following roles: teacher, assistant, TA, designer, librarian or observer.
- understands that course materials are made available to students approximately two weeks before classes begin unless material is submitted late. Student pay purchases are allowed until the end of the term. *Note: student pay TEXTPAK purchases are only allowed through the drop/add deadline each tem.*