

Faculty Course Materials (a.k.a. Coursepack) Policy

Kresge Learning Support (KLS) partners with Study.Net to produce digital course materials selected by Ross instructors. Study.Net is a third-party for-profit course management system that delivers digital content through their online portal and Canvas integration. When instructors request the production of course materials, KLS staff adds all readings to a Study.Net site created for that course and works with Study.Net staff to secure all required copyright permissions. When the site is completed, KLS staff contact instructors to request a final review. Upon the instructor's approval, KLS staff publish the Study.Net site, post a Canvas announcement to notify students that digital course materials are accessible through the Canvas course sites, and distribute an optional printed version of the materials (called a *TextPak*) in the Kresge Library Services space.

Instructors may select one of the two possible payment types for course materials:

1. Course Fee: KLS staff ask the UM Registrar's Office to add the cost of all digital course materials to students' tuition as a "course fee". TextPaks are sold through Study.Net's e-commerce site for an additional fee.
2. Student Pay: Students purchase all digital materials and TextPaks through Study.Net's e-commerce site with a credit card.

Student Refund Policy: Students are *not* eligible for a refund on any part of the course materials that are not used in the course *or* are duplicated in another course (that is, were purchased by the same students for use in another course). Students are eligible for a course fee refund only if they fulfill the UM Registrar's requirements for disenrolling from the course. Students are eligible for a student pay refund if they disenroll and submit a refund request by a specific deadline date each term.

When submitting course materials, each instructor:

- Will complete Course Materials Production Request Form. Will also provide KLS a Table of Contents, or list of course materials, with complete citations and vendor contact information for all readings, handouts, and "participatory" materials (such as simulations or negotiation exercises) required for the course. Understands that failure to provide detailed information can result in delays in releasing materials to students.
- Will contact KLS staff if they are prevented from meeting the submission deadline and would like additional time to prepare their course materials.
- Understands that a course fee may not be authorized if material is not submitted by deadline, as this deadline is set by the UM Registrar. No extensions can be granted. Understands that, if a course fee is not authorized, the course materials will be processed under the "Student-Pay" payment model.
- If using the Student-Pay payment model, will notify students about "participatory" materials (such as simulations, negotiation exercises, or tours) in their syllabus. Will understand and support KLS procedures for reminding students to purchase these materials; for example, by withholding access codes, class credit, or final grades until the purchase is completed. These procedures are:
 - KLS staff will monitor purchases and report discrepancies between purchases and participants to the course instructor(s).
 - KLS will send students one reminder to complete the purchase and copy the instructor.
 - Extensions beyond the purchase end date will not be authorized.
- Will review the digital Study.net course site, and complete the online approval form, upon receipt of an email from kresge_learn@umich.edu.
- Understands that course materials are made available to students approximately two weeks before classes begin unless material is submitted after the deadline.
- Will not share course materials, either digitally or in print format, with an individual - including one who is "auditing" the course - who has not paid all course materials costs and fees. If using the Course Fee

payment model, will not assign the “student” role when manually adding individuals to Canvas course sites.