**COURSE MATERIALS PPM 4-16**

I. DEFINITION

“Course materials” shall refer to all manner of assigned study material, whether generated electronically or printed conventionally. Examples may include e-books or digital books, PDFs, printed textbooks, printed lab manuals, etc.

 ~~- The term textbook shall include books, pamphlets, manuals, lab books, etc., that a course instructor requires to be purchased and shall include other materials, either printed or recorded, that a student is required to purchase in order to participate fully in a course offering.~~

II. POLICIES
A. Full-time faculty shall be sovereign in their choice of course materials. Part-time faculty shall abide by their departments’ respective policies for the assignment of course materials. In all cases, faculty individually and departments collectively have the responsibility to select reputable course materials.

B. Faculty shall make their assigned course materials indispensable to the students’ successful class work.

C. Faculty shall endeavor to teach from the same course materials for as long as may be scholastically suitable.

D. Faculty shall prefer cost-effective course materials, whether generated and distributed electronically or printed and sold conventionally. Examples may include rentals, used editions, paperback editions, etc.

E. Faculty who elect to teach from rental course materials shall endeavor to participate in the bookstore’s program of progressive discounts for students.

F. Faculty shall abide by the Higher Education Opportunity Act (HEOA), requiring the timely submission of course-material orders to the bookstore, (subsequently released to the public).

In compliance with HEOA:

Faculty shall notify the bookstore of their course material requests no later than **April 1st** for fall semesters.

Faculty shall notify the bookstore of their course material requests no later than **October 1st** for spring semesters.

Faculty shall notify the bookstore of their course material requests no later than **March 1st** for summer semesters.

G. While faculty are generally encouraged to write course materials for the student market, WSU faculty shall not profit from the sale of their course materials to WSU students—that is, unless faculty have obtained university authorization to use those materials. Faculty shall secure this authorization by submitting their course materials to ad-hoc reviews for appropriate focus and rigor. The university’s ad-hoc reviews will be made up of the faculty’s department chair, the faculty’s college dean, and the provost. In all cases, these ad-hoc teams of reviewers must be unanimous in their approval of the course materials in question.

~~II. POLICY~~

~~A. The selection of course materials shall rest with the faculty. Course materials selected will be cleared in the department and a record of the course materials selected shall be maintained by the department. It shall be the responsibility of the department chair to provide his dean and the Bookstore a list of the course materials required by his/her department for the next academic year, before dead week of Spring Quarter.~~

~~B. When selecting a required textbook(s), faculty members shall be particularly sensitive to the following factors:~~

~~1. Utility~~

~~The textbook should serve the purposes of the course adequately and will be needed and used by students.~~

~~2. Cost~~

~~Care should be exercised in keeping textbook cost minimal. Careful consideration should be given to the selection of paperbacks if the criteria of utility and cost can be met.~~

~~C. A strong attempt shall be made to select a common text for those classes involved in multiple sections. The textbook(s) shall be selected by the participating instructors and approved by the department chair.~~

~~D. The number of course materials required shall be optional with the instructor. If the total cost is deemed excessive, copies shall be made accessible in the Reserve Room of the Library.~~

~~E. Course materials selected shall be adopted for not less than one year and preferably for two years. Departure from this policy shall be permitted only in very special cases upon the approval of the department chair and the dean.~~

~~F. The Bookstore shall maintain and post in a conspicuous place a list of the course materials that shall be required for a particular academic year. The list shall be kept current by reflecting any officially authorized changes.~~

~~G. When a textbook change is made prior to the one-year or two-year adoption period, such a change shall be reflected on an official change form approved by the department chair and the dean and distributed to the Bookstore and the Signpost to effect changes in the textbook list and to appropriately advise the students.~~

~~H. No faculty member shall require students to purchase course materials, as that term is defined herein, in which the faculty member has a financial interest without a prior approval of the appropriate dean or, in his/her absence, the provost.~~

**~~WRITTEN~~ PUBLICATIONS OF COURSE MATERIALS BY FACULTY FOR STUDENTS PPM 4-16a**

I.DEFINITION

Publications of course materials by faculty for students shall include materials generated electronically or printed conventionally, which are then distributed free of charge to students or sold to students. Examples of course materials may include e-books or digital books, PDFs, printed text-books, printed lab manuals, etc.

II. OWNERSHIP

The element that e-publications and conventionally-printed publications have in common is that both constitute the authors’ or the creators’ intellectual property. This property right shall be incontestable when faculty have produced their publications over-and-above their regular teaching and service assignments. Faculty may not, however, retain sole ownership of e-publications when faculty arrange to sell their work to WSU students and to distribute that work through WSU computer networks. In those cases, faculty may retain ownership of their e-work in negotiation with the university’s legal counsel.

III. POLICIES

WSU’s bookstore shall sell publications by faculty with the same fair and impartial considera-tions by which the store handles the rest of its merchandise.

Neither individual store employees, nor individual members of (1) the administration, (2) the faculty, nor (3) the staff shall make any unauthorized sales of publications by faculty.

The university encourages the faculty to sell their publications through the bookstore. Faculty who stand to profit from this marketing shall abide by the provisions outlined in PPM 4-16G.

B. Faculty who wish to sell their publications through the WSU Bookstore shall make the following declaration:

I (we) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (author(s) signature(s),

publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title),

for class and/or lab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title and course number),

date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (semester and year)

have complied with all copyright laws, grants or patents pertaining to included materials and have not knowingly violated same and do hereby accept responsibility for such authorship of the above named publication and guarantee Weber State University free of any responsibility from damages costs and/or expenses which may arise from breach of this guarantee.

Faculty who have occasions to make such declarations shall file them with the university’s legal counsel.

C. When approaching conventional, market-driven publishers, faculty shall negotiate solely as private parties who in no way represent the university.

D. Faculty who wish to develop e-course materials for sale to WSU students shall abide by the provisions outlined in PPM 4-16G.

E. Faculty and/or departments whose course fees include the sales of course materials (whether generated electronically or printed conventionally) shall abide by the provisions outlined in PPM 5-5: “Tuition, Student Fees and Course Fees.”

~~The university Bookstore gives the same considerations to publications by faculty as those written by faculty members of other institutions. Faculty are encouraged to develop materials in~~ ~~cooperation with established reputable publishers or through the University Bookstore.~~

~~The following are to serve as guides in implementing this policy:~~

1. ~~Publications written solely for campus use are to be approved prior to publication by deans, department heads and/or appointed administration representatives.~~

~~B. Authors shall negotiate directly with recognized publishers as private individuals. It is understood that Weber State University shall not be a party in any way to such negotiations. The author agrees not to commit the University to any agreement made with the publishers.~~

~~Materials developed as e-texts may be used by individual faculty, multiple faculty, or the entire department. E-texts used by the entire department for a specific course(s) must be peer-reviewed for content and rigor by an ad-hoc committee comprised of two (2) other faculty members within the department, the department chair, and the college dean.~~

~~Ownership of e-materials will be determined by the primary author(s) in consultation with the department chair, college dean, and university legal counsel.~~

1. ~~. Materials written for publication by the Weber State University Bookstore to be accompanied by the following declaration:~~

~~D. The University Bookstore shall be the sole agency for selling publications to students on campus and Weber State University faculty and employees are prohibited from selling any materials directly to students for purposes of any class, laboratory, project or other activities sponsored in the name of the University.~~

~~E. The University Bookstore and Weber State University may, at their discretion, establish propitious royalties and/or remuneration schedules for faculty-authored publications. ????????????~~

**TUITION, STUDENT FEES and COURSE FEES PPM 5-5**

I. POLICIES

A. The president or president's designee is authorized to determine regulations concerning the collection of all tuition, fees, deposits, fines, and refunds as established by the State Legislature, the State Board of Regents, and the Board of Trustees.

B. All such tuition, fees, deposits, fines, refunds, and regulations thereto shall be published in WSU catalogues, publications or web resources.

C. Tuition is established and general student fees are approved by the Utah Board of Regents. General student fees are used to provide support for student services and activities, capital construction and renovations, and programs for student enrichment. (See PPM 6-8). Other fees (e.g., developmental fees and specific course fees) may be instituted by Weber State University.

D. Eleven (11) through eighteen (18) undergraduate or graduate credit hours per semester are included in the tuition plateau for tuition calculation purposes.

E. Nineteen (19) or more credit hours per semester shall constitute an overload for tuition purposes. Students enrolled for nineteen (19) or more credit hours will be assessed tuition on an increasing scale for each additional credit hour above the full load amount.

F. Tuition and fees listed in the university catalog and course schedules are subject to change without notice. Any exceptions to the payment schedule must be with the approval of the president or the president's designee.

G. Course fees may be established, following the procedures described in section II.D. below, for specific courses in order to cover the costs of equipment replacement and maintenance, consumable materials, or to meet specific regulatory requirements. Income from such fees is restricted to use in the course generating the fee and may not be used to supplement general departmental budgets. Course fees assessed for developmental courses, however, may be used for additional purposes such as tutoring, supplemental instruction, and other necessary academic support related to those courses.

H. Students are responsible for payment of tuition and fees according to the payment deadlines for each semester. Each student is obligated to pay tuition and fees when they enroll in a course. Courses are not purged by Weber State for non-payment or non-attendance. Unpaid student accounts will be assessed a late payment fee, interest and collection fees.

I. The University reserves the right to administratively withdraw a student from a current semester if a student has an unpaid tuition and fee balance from a prior semester or if the student provides a dishonored check or other payment to pay for tuition and fees. The prior semester courses will not be dropped or withdrawn.

II. PROCEDURES

A. Tuition, fees, deposits, and other charges are to be paid to the cashier according to deadlines published in WSU catalogues, publications or web resources. Official receipts are to be issued to the student and must be presented before refunds are to be made, except in those instances where other authorization is to be made.

B. The schedule for refund of tuition and fees appears in the university catalog and in WSU catalogues, publications or web resources. Exceptions to the refund schedule shall be only under extenuating circumstances and upon approval of the president or the president's designee. No refund will be granted to students who are requested to withdraw from the university.

C. Students requiring developmental course work may be charged an additional fee for each course. In such cases, the fee will be assessed per credit hour of instruction.

D. Course Fees

1. Policy

1. Course fees are to be used for expenses connected with a course that go beyond the normal expectation of university support. Course fees must be used to provide benefits for the students enrolled in the course for which the fees are charged. Course fees shall not be used to replace funds which are a normal part of departmental budgets. Expendable funds are for consumable items and instructional services and are to be spent annually with an annual fund balance of less than 20%. Non-expendable funds can accrue for periods of more than two semesters and are for such things as equipment replacement and maintenance. Course fees assessed for e-texts may also be used to pay the primary author(s)’ royalties and to benefit students participating in specific events associated with that course. Department chairs and deans are responsible for adherence to these allocation guidelines.

2. Procedure

a. Proposals for course fees must be submitted to the Course Fee Review Committee by departments through the appropriate dean using the Course Fee Application form available from the Provost's Office. The request must include reasons for the request, the specific course or courses for which the fee is being requested, how the fee is going to be used, and the suggested amount of the fee.

b. The Course Fee Review Committee is a university administrative standing committee appointed by the Provost's Office to review and make recommendations to the President's Council. No course fee may be imposed without Council approval. The Committee shall consist of 5 faculty members; 3 administrators, one of whom will be a college dean; one from Student Affairs; and one person from Accounting Services appointed for a three-year staggered term; plus 2 students appointed annually by the WSUSA.

c. Only departments who have had fee requests approved are authorized to collect course fees. The amount of the fee shall appear along with the course listing in the course schedule. Fees may not be charged unless they appear in the course schedule.

d. All course fees which have been approved as a result of this policy must be paid directly to the cashier. The receipt of payment is evidence that the payee may attend the course on which the fee was imposed. Refunds of course fees will be made based upon the same percentages as the tuition and course fees refund schedule.

e. Monies collected from course fees will go into specific accounts established for that purpose. Monies may not be moved from these accounts into any other accounts with the exception of course fees assessed for developmental courses which may be used for additional purposes such as tutoring, supplemental instruction, and other necessary academic support related to those courses. WSU's Internal Audit department will evaluate course fee amounts, account balances, and appropriateness as per this policy.

f. The Course Fee Review Committee will establish a review process for course fees and will give timely notice to all colleges/departments regarding the process. Departments that do not submit renewal information within the designated review timeframe will have their course fee(s) removed. The noncompliant department can apply for a reinstatement of their fee after one calendar year. Course fees are generally approved for a four-year period, ending with the summer semester. Any change in an already approved fee during the four year approval period requires submission of a new application. Fees may not be raised during this four-year period without reapplication to the Course Fee Review Committee and approval by the President's Council.