

Academic Affairs Directive 2018-01 Issue Date: November 6, 2018, Revised April 27, 2020

Subject:

c. Faculty not ordering course materials from the Bookstore or intending to use OER (freely accessible) course materials must notify the bookstore of that fact. The University is required to note which courses have free materials; the bookstore and the registrar help us do this through a special symbol in the schedule of classes.

Once a course has been listed in the Course Catalog with a ZCCM (zero cost course materials) designation, every effort should be made to ensure the course remains a ZCCM qualified course. Should instructors change at any point, they will be encouraged by their department to keep the same previously assigned ZCCM selections.

d. Due dates will be enforced; however, under extraordinary circumstances, exceptions may be made. Under these circumstances, faculty requests should go to Department Chairs and will need to be made no later than 7 calendar days before the priority registration date. Deans will allow all chairs and program directors to indicate instructors for scheduled classes in advance of the textbook adoption due

Note: the policy is intended to be flexible but fair and to be in compliance with the law. Early adoption saves students money, helps assure accessibility, and