



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: INSTRUCTIONAL MATERIALS	Number: 4.02	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.02	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 10/22/02	

Required instructional materials for students shall be sold through the Bookstore. Faculty may not require students to purchase materials other than those authorized for the specific course and approved in advance by the appropriate Dean or Director.

If the preparation of instructional materials to be sold to students involves the use of college supplies, labor or equipment, the appropriate cost of these items shall be included in the charge to students and remitted to the College budget.

If faculty members or other employees prepare the instructional materials, the materials must be submitted to the appropriate Dean or Director for approval. The materials may then be sold to the Bookstore at the authorized price.