

University of Prince Edward Island Policy	Policy No. admfingnl0003	Revision No. 0
Policy Title Course Materials, Sale Of		Page 1 of 1
Creation Date February 6, 2002	Version Date February 6, 2002	
Authority Board of Governors	Review Date February 6, 2007	
Responsibility Deans, VP Finance & Facilities, Comptroller		Access W

1 Purpose

The purpose of this policy is to establish rules governing the sale of course materials to students and any associated reimbursement of costs to faculty.

2 Scope

This policy applies to University faculty, instructors and staff.

3 Policy

- 3.1 Responsibility for establishment and amendment of this policy rests with the Senior Management Group.
- 3.2 Responsibility for enforcement of this policy within each Faculty rests with the dean of that Faculty.
- 3.3 General responsibility for enforcement of this policy rests with the Vice President Finance & Facilities and the Comptroller.

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Policy on the sale of course materials to students:

- 4.1 Sale of course materials to students shall be handled through the University Bookstore; or, in the case of incidental cost recovery of photocopied or other materials, by or on behalf of the University department or School. In no case is a faculty member permitted to collect and keep fees for course materials. Course materials include published materials, photocopies, compiled manuals, tapes, CD ROMs and access to on-line web sites.
- 4.2 Reimbursement for course material costs incurred by a faculty member (or individuals or companies related to that faculty member) must be approved by the Dean and must be on a cost recovery basis only. For further clarity, cost recovery does not include development time of the faculty member. Only direct out of pocket expenses may be claimed and these must be supported by receipts submitted to the University Accounting department.