

Policy/Standard Name: Use and Sale of Instructor-Authored Printed Packets

Policy/Standard Identifier: U801

Authority:

Units responsible for review and update: Academic Standards and Practices

Approval: District President

Responsibility: Vice President of Academic and Student Affairs

Date of Final Approval: April 2010

Effective Date: Spring Term 2010

Prior Versions: Yes

Use and Sale of Instructor-Authored Printed Packets

- Instructor-authored printed packets are supplemental materials sold to students. Course content guides, syllabi, and ad-hoc handouts are not considered instructor-authored printed packets.
- Instructor-authored printed packets may only be sold by the PCC Bookstore.
- To comply with [Oregon state ethics laws](http://www.leg.state.or.us/ors/244.html) [http://www.leg.state.or.us/ors/244.html], Instructors may not profit from instructor-authored printed packets.
- Instructor-authored printed packets sold by the PCC Bookstore shall be ordered from and printed by the PCC Print Center.
- Instructor-authored printed packets must comply with copyright regulations. See [PCC copyright rules](http://www.pcc.edu/about/policy/copyright/#pcc-rules) [http://www.pcc.edu/about/policy/copyright/#pcc-rules].
- Instructors are responsible for submitting revisions for instructor-authored printed packets to the PCC Print Center and informing the PCC Bookstore.

EAC Approved: April 2010

Effective Date: Spring Term 2010