

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Book Shop
Subject:	Course Materials
Date Issued:	March 16, 2006
Updated and Reviewed By:	Finance & Administration Team – May 22, 2025
Approved By:	Interim Provost – June 30, 2025

I. Policy/Procedure

This policy applies to course materials used by Luther College faculty and instructors. Faculty members are required to submit all course adoption information to eCampus.com. This site is the sole location where students access the listing of their course materials.

II. Scope

This policy applies to all faculty and covers the use of course material for instruction.

III. Terms and Definitions

- Course Materials – All items used for a particular course. This includes, but is not limited to, textbooks (printed version and digital), Inclusive Access, access codes, blank journals, safety goggles, iClickers, etc.
- Inclusive Access - A grouping of components (digital textbook, homework, quizzes, etc.) that are a cost savings to students when bundled together. All are delivered digitally and accessed through Katie.
- Course Adoption - A listing of all materials used for a course along with their individual Importance (Required, Optional, Recommended, Choice) or the selection of No Textbooks required.
- eCampus.com - Online vendor who Luther College has partnered with to provide course materials.
- [FAST](#) - (Faculty Administrative Support Tool) eCampus.com portal to view and enter course adoptions.
- Desk Copy – A copy of a book adopted for a course that is generally provided free to the faculty member by the publisher.
- Lab Manual – Printed materials used for lab work sold through the Book Shop
- Course Reader – Compiled materials typically created from different sources by the faculty member which are sold through the Book Shop.
- Copyrights – A form of intellectual property law protecting original works of authorship.
- [Luther College Copyright Clearance Declaration form](#) – A document that is signed by each faculty member who submits a lab manual or course reader. By signing this document, the creator is acknowledging the material included falls under Fair Use or Public Domain, is their own

work/creation, or the work is copyrighted and permission has been granted to duplicate and distribute.

IV. Procedures and Guidelines

- A. No course materials are stocked in the Book Shop. Exceptions include but are not limited to, Lab Manuals, Course Readers, safety goggles, scientific notebooks, calculators, blank books/journals, hand lenses, and tuning forks.
- B. eCampus.com is the official course material partner of Luther College but students have the option to purchase elsewhere. Faculty members are required to submit all course adoption information to eCampus.com.
- C. The decision on what course materials are used is made by the individual faculty member. Faculty may adopt course materials they have authored or co-authored.
- D. eCampus.com emails faculty to gather information regarding what will be used for course materials.
 - Requests for the next academic term will be made to faculty immediately following Luther's Registrar's completion of course proofing which is about 3 weeks before the start of registration.
 - Completed course adoptions are due one week prior to student course registration; an exact date will be communicated. Compliance with the due date allows eCampus.com to post the listing of course materials prior to registration which ensures compliance with the Higher Education Opportunity Act.
 - The faculty member or their Academic Administrative Assistant enters the course material information on the eCampus.com portal, FAST.
 - All course materials information is required to be entered into eCampus.com.
 - Every course needs to have an adoption completed. Even if no course materials are required, the selection of No Textbooks Required needs to be completed. This action makes the student experience smoother and removes questions.
- E. All Course Readers and Lab Manuals must be ordered through the Book Shop. When submitting the adoption through FAST, a Course Comment should be added, "A required lab manual will be available for purchase in the Book Shop." A digital file of the materials should be submitted to the Book Shop along with a signed copy of the [Luther College Copyright Clearance Declaration form](#). Once this form has been signed, materials may be duplicated. Obtaining necessary copyright permission is the responsibility of the faculty member. Printing costs and copyright fees will be paid by the Book Shop. The faculty member may request a complimentary Desk Copy.
- F. Desk Copies can be requested through FAST if the course adoption is submitted by deadline. eCampus.com will order directly from the Publisher and it is the Publisher who grants or denies a complimentary copy. This process may take 4-6 weeks.
- G. Faculty are not allowed to resell Course Materials to their students.
- H. The information regarding a canceled course flows directly from Luther College Registrar's office to eCampus.com. Therefore, the faculty member does not need to alert eCampus if their course

has been canceled.

- I. If a faculty member cancels an adopted textbook, they need to immediately notify eCampus.com at <luther@ecampus.com>.
- J. Helpful information can be found on the Luther Book Shop [Faculty Resources page](#).
- K. Book buyback occurs at the end of fall and spring semesters. eCampus.com will determine which books they wish to purchase and offer cash for those who want to sell. Textbooks rented through eCampus.com will be collected during buyback.

V. Confidentiality and Record

All student and staff information is considered confidential per the eCampus.com Agreement dated August 28, 2023.