

## POLICY LIT.9.13 SCHEDULE BUILDING

**SCOPE:** Faculty, Staff, and Students

1. Not later than the 30th day before the first day that classes are conducted for each semester or academic term, Lamar Institute of Technology (LIT) shall:
  - 1.1. compile a course schedule indicating each course offered for the semester or term;
  - 1.2. with respect to each course, include with the schedule, or provide in a prominent location in the schedule a link to an Internet website, such as the Internet website of a college bookstore, that contains, a list of the required and recommended course materials that specifies, to the extent practicable, the following information for each course material, as applicable:
    - 1.2.1. the retail price;
    - 1.2.2. the author;
    - 1.2.3. the publisher or provider;
    - 1.2.4. the most recent copyright date;
    - 1.2.5. the International Standard Book Number assigned, if any;
    - 1.2.6. whether the course material is an open educational resource; and
    - 1.2.7. any associated fee or charge, such as a technology cost, library use cost, or printing or publication fee;
  - 1.3. in a prominent location in the schedule, state or provide an Internet website link to:
    - 1.3.1. the full amount of any fee or charge for course materials, including a statement regarding whether the fee or charge is included in the cost of tuition;
    - 1.3.2. if a course material is in a primarily electronic format, the terms under which the publisher or provider collects and uses student data obtained through a student's use of the course material; and
    - 1.3.3. any provision that allows the student to opt out of a fee or charge for course materials; and
    - 1.3.4. make information regarding the cost of course materials available to college bookstores and other providers of course materials that serve the students of the institution.
  - 1.4. As soon as practicable after the information becomes available, LIT shall make available specific information regarding any revisions to the course schedule and course materials list.
2. To allow for timely placement of course material orders by students, LIT shall establish a deadline by which faculty members must submit information to be included in the course schedule and course materials list.

**Related Procedures:** LIT.9.13.01 Course Numbering, LIT.9.13.02 Class Offerings

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:** Texas Education Code 51.4521

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted: July 2026*

*Reviewed:*

*Revised:*