

462 – Instructional Material Access and Affordability

Purpose:

The purpose of the operational procedure is to increase access and affordability of instructional materials for all students.

Definitions:

- **Open Educational Resources (OER)** are teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits free use and repurposing by others.
- **Course Marking** is the act of assigning specific attributes to course sections that help students quickly identify important information and make informed decisions at the time of registration.
- **No-Cost Open Educational Resources (NOCOST)** is a course that uses free OER or free alternatives and does not require the purchase of a textbook or alternative materials.
- **No Course Materials Required (NOMAT)** is a course that does not require any course materials. This includes course materials provided by the instructor or distributed through the student learning management system at no cost to the student.
- **Low-Cost Open Educational Resources (LOWCOST)** is a course that uses free OER to eliminate conventional textbook costs but requires less than \$75 for required course materials.
- **Low-Cost Course Materials (LOWMAT)** is a course that uses a conventional textbook or software but requires less than \$75 in cost for required course materials.

Procedure:

Bismarck State College, at the time of semester schedule building within CampusConnection, will ensure the course marking of appropriate attributes of classes meeting the definitions NOCOST, NOMAT, LOWCOST, or LOWMAT. BSC will maintain course attribute information for use in strategic planning and annual goal setting with institutional data available on the State Board of Higher Education strategic dashboard.

Roles and Responsibilities

Faculty

Bismarck State College (BSC) faculty will be intentional in the selection and use of instructional materials, including ongoing review and reconsideration of required materials to ensure



accessibility for all students. This would include OER or low-cost options that provide savings to students while maintaining the highest quality of education provided through the course.

Institution

Bismarck State College will provide resources and support for faculty in their review of course materials to ensure they are accessible to all students. Professional development will be provided annually through the Teaching and Learning Center for discovery, review, and use of accessible educational materials, low-cost educational materials, and OERs. The Teaching and Learning Center will also highlight best practices within the educational field and will showcase successful implementation within BSC courses. Finally, BSC will implement strategies with measurable goals to improve the use of low-cost and OER materials on campus.

References:

[SBHE Policy 462 Instructional Material Access and Affordability](#)

History of This Procedure:

First procedure: August 10, 2025.

Approved by the Vice President for Academic Affairs on August 10, 2025.