

**INSTITUTIONAL POLICY: E-10**

**CATEGORY:** Education

**SUBJECT:** Handout Policy

**EFFECTIVE DATE:** June 3, 1996

**LAST REVISION DATE:** July 24, 2003

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WVSOM will provide each student with one (1) copy of any handout provided by a faculty member. In most cases, these handouts will be placed in the student's mailbox.

If a student forgets, misplaces, or otherwise loses a handout, replacements will be dealt with in one of the following manners:

1. A copy of the original handout will be on reserve in the library. This copy may be checked out for the purpose of photocopying only. Photocopying will be at the student's expense.
2. A copy of the original handout will be provided at cost.

The selection of above options will be at the discretion of the faculty member.