

Textbook Adoption Timeline

Original Implementation: Unpublished

Last Revision: November 2, 2015

The purpose of this policy is to increase the availability of affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. Timely adoption of course textbooks and other relevant materials enables the university's contracted bookstore (bookstore) to secure adopted items at more favorable prices as well as meets the institution's requirements under the Higher Education Opportunity Act (HEOA).

Prior to the publishing of the course schedule for each semester, the bookstore provides each academic department chair the materials and support needed to facilitate timely adoption of textbooks and course materials. Approximate due dates for departmental adoptions are listed below:

1. Fall semester - March 1
2. Spring semester - October 10
3. Summer semesters - March 1

As the HEOA requires that required textbooks and other course materials be included with the course schedule when it is made available to students, the actual adoption due dates may be different from those shown.

Following internal checks of textbook inventories, buy-back quantities, and quantities sold in previous semesters, the bookstore places purchase orders with publishers. If problems arise during the purchasing process, the bookstore notifies the appropriate department chair and if necessary, new textbook selections are made.

Cross Reference: 20 U.S.C. § 1015b

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Services

Forms: None

Board Committee Assignment: Academic and Student Affairs