

## **Textbook Adoption Timeline**

**Original Implementation:** Unpublished

**Last Revision:** January 30, 2018

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 the requested edition of the course textbook(s) and other relevant materials enables the university's contracted bookstore to secure adopted items at more favorable prices and meets the institution's requirements under the Higher Education Opportunity Act (HEOA). The HEOA and state law requires that information concerning textbooks and other course materials be included with the course schedule.

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

1. Fall semester - April 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 academic unit head and, if necessary, new textbook selections are made.

**Cross Reference:** 20 U.S.C. § 1015b; Tex. Educ. Code § 51.451-455

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs