

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Textbook Adoption Timeline

Policy Number: 10.1

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/2/2015

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): The policy defines the deadlines by which faculty must submit their textbook orders to the college bookstore.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Faculty complained that the bookstore would automatically order the newest edition of a textbook when sometimes the previous was better. Thus the policy was altered to require the bookstore to order the "requested edition" of a book. Additionally, the policy mentioned the state law that governs this policy but failed to define what it stipulated. An explanation was added. Finally, the deadline for fall semester textbook orders was moved from March 1 to April 1 to allow more time to make textbook decisions.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

STEPHEN F. AUSTIN
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Office of the General Counsel

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Textbook Adoption Timeline

Original Implementation: Unpublished

Last Revision: ~~November 2, 2015~~ 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 (~~bookstore~~) to secure adopted items at more favorable prices ~~as well as~~ 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 ~~the publishing of~~ the course schedule for each semester, the bookstore provides each academic department chair/unit head 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~~ 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 ~~department chair~~ 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 University Academic Affairs*

Contact for Revision: ~~Director of Student Services~~ *Provost and Vice President for Academic*

Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs