



Textbook Adoption Timeline

Purpose

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.

Persons Affected

This policy applies to all university faculty.

Policy

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.

Procedures

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 academic unit 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. Course materials include Open Educational Resources (OERs). Should a course have no textbook due to the use of OERs or other resources, the bookstore must be notified.

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.

Related Statutes or Regulations, Rules, Policies, or Standards

20 U.S.C. § 1015b



Tex. Educ. Code § 51.451-455

Responsible Executive

Provost and Executive Vice President for Academic Affairs

Forms

None

Revision History

September 1, 2023 (original)