

Textbook Adoption Timeline

Original Implementation: Unpublished

Last Revision: February 2, 2021

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 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.

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 Committee

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November 2, 2015
October 22, 2012
October 12, 2009