

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:04:01

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REVISION/REVIEW DATES: May 1997, Jan 2006, July 2013, July 2015, Feb 2021

SUBJECT: Textbook Adoptions

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy serves to promote lower textbook costs and to ensure compliance with Section 112 of the 2008 federal [Higher Education Opportunity Act](#) (HEOA). Within this policy, the term “textbook” includes various types of course materials including but not limited to physical textbooks, software, electronic files, supplemental materials, course packs, and course-required supplies.

POLICY

Adoption Deadlines: The following deadlines and procedures are set to enable the University to comply with the current HEOA requirement that textbook information, including ISBN and prices, be provided to students at the time of registration.

1. Textbook adoption requests must be submitted each semester to the Bookstore using the following schedule.
 - a. All Summer Terms: No later than the first week of March
 - b. Fall Term: No later than the first week of March
 - c. Spring Term: No later than the first week of October.
 - d. Special Terms: Consult Bookstore
2. Department heads shall be responsible for ensuring that textbook adoption requests for all pertinent courses under their authority are submitted on time. Textbooks requested after the deadline or cancellations after textbooks have been ordered will incur higher costs and may violate HEOA guidelines.
3. When practical, departments are encouraged to adopt the same textbook for all sections of the same course.

Adoption Periods: To promote cost containment, the University has established the minimum adoption periods for textbooks that are resalable. This does not include one-time usage materials or materials that have limited resale value such as workbooks, course packs, etc.

1. Textbook adoptions shall adhere to the minimum adoption periods for the following course types.
 - a. General Education/Lower Division Courses: Three-year minimum.
 - b. All other Courses: Two-year minimum.
2. Reasonable exceptions to these requirements are allowable but must be approved by the overseeing dean. Reasonable exceptions include but are not limited to the following.
 - a. Editions that become discontinued or “go out of print.”
 - b. Substantive changes have been made to the course or to the textbook.
 - c. Significant changes have been made in the body of knowledge pertinent to the course.

Dissemination of Textbook Information: In partnership with the University, the Bookstore shall provide (a) the faculty with information on adoption procedures and best practices in textbook adoption and (b) students with information and guidance on ways to save money on textbook purchases or rentals. The Bookstore shall provide the following.

1. All necessary information and resources for schools, departments, and the faculty to submit adoption requests.
2. Current information to assist the faculty in the selection of textbooks, including but not limited to pricing and the availability of alternative formats (e.g., hardcover, paperback, electronic, etc.).
3. Information to guide students in purchasing or renting textbooks, including but not limited to pricing, the availability of alternative versions or formats, buy-back or exchange policies, other terms of agreement associated with purchasing or renting textbooks.

RESPONSIBILITY

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

EVALUATION

The policy will be reviewed at least every five (5) years.