



Board Policy

Chapter 4 – Instructional Services

BP 4023 – COURSE MATERIALS ADOPTION AND PROCUREMENT

This policy is intended to provide standards for the adoption and procurement of affordable textbooks and other course materials that support academic freedom and educational quality while promoting cost-effectiveness in the selection of course materials.

1. COURSE MATERIALS

All materials necessary for the successful completion of a class, either required or optional, including:

- a. Required Textbooks—Includes all hardback and paperback books, manuals, lab manuals, e-books, and workbooks.
- b. Supplemental Materials—Includes materials that supplement the basic textbook, such as website access codes, e-books, and course-specific software. These may be required or optional.
- c. Other Materials—Includes but are not limited to course specific supplies, digital applications, specialized clothes, music, film, electronic storage devices, and safety gear.

2. GENERAL POLICY

- a. All textbooks and instructional materials are selected by the faculty.
- b. Required course materials will be specified in the syllabus for each class and listed in the online schedule of classes.
- c. Textbooks and supplemental materials must be accessible to students with disabilities in order to comply with state and federal laws.
- d. Faculty shall submit the required information and/or order textbooks and instructional materials in accordance with published deadlines to ensure that:
 - 1) The information can be listed in the online class schedule;

- 2) The bookstore can procure the most cost-effective options for students; and
- 3) Disability Support Programs and Services DSPS has sufficient time to procure accessible alternatives as needed.

Faculty may not require any course material if there is uncertainty that the item will be used.

- e. The direct sale of textbooks and other instructional materials or supplies to students, by faculty or staff, is prohibited.
- f. Faculty, programs, and departments may not accept incentives from publishers other than reduced or no cost textbooks or other instructional materials that directly benefit students.
- g. Faculty will make every effort to look for the most cost-effective option when choosing course materials without compromising the quality or integrity of the course.

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