



# COLLEGE POLICY

Policy Title	Textbook Adoption
Policy number	3102
Date issued	
Responsible office(s)	Academic Affairs
Keywords	textbook; course materials; book selection; uniform textbook adoption

## Policy purpose

Madison College recognizes that the high and escalating cost of textbooks and course materials creates a significant barrier to student learning, retention and success. The Textbook Adoption Policy was created to provide a college-wide framework for ensuring timely, cost-effective and high-quality textbook and course materials adoptions.

## Scope

## Definitions

## Policy

The textbook and course material adoption process at Madison College will promote the strategic direction of the college by promoting innovative and high quality education and supporting the academic freedom and expertise of the faculty, with the goal of reducing textbook cost as a barrier to students' educational pursuits. The college supports individual faculty, faculty teams, programs and departments to pursue a variety of options with the goal of reducing textbook costs. The textbook and materials adoption policy ensures Madison College complies with the Higher Education Opportunities Act of 2008 (HEOA of 2008) and other federal and state statutes and regulations.

To standardize the textbook adoption procedure and to realize the core principles, administration and faculty adhere to the following policy guidelines that have been developed to eliminate the high cost of textbooks:

## Faculty

1. Each program/department will adopt their textbooks for at least three academic years\*.

This number is based on the "ideal textbook life cycle": the more times a textbook can be sold as used, the greater the cost savings for students. Success of the model is dependent upon:

- a. Timely textbook orders: the earlier a textbook order is submitted, the greater the opportunity for the bookstore to acquire used books.
- b. Re-adoption of the previous semester's textbook which allows greater opportunity for students to save through buy-back and access to used books.

\*External licensing, certification and industry standards may require new text adoptions prior to the end of the three-year adoption cycle.

2. In support of collaboration and inclusion, each department/program identifies a faculty team or teams that is responsible for overseeing the timely and complete submission of all textbook adoptions, including no-text, to the bookstore by the established deadlines. In compliance with section 133(d) of the HEOA of 2008, textbook and material adoptions must be submitted prior to the start of the student registration period for the following term. Each faculty team uses the **Operational Guidelines** in making cost-conscious textbook adoptions.
3. To maximize the cost savings resulting from uniformity, faculty assigned to classes after the adoption deadline use the texts already assigned to their courses by the department/program faculty for the adoption cycle and join the on-going department/program decision-making about future adoptions.
4. Only in exceptional circumstances may faculty request to use a textbook outside of the established approval process. The request includes a written justification submitted to the faculty team for that course for their review and approval. The justification must address the educational benefits and costs of the requested option relative to the already approved texts or course materials.
5. The policy will ensure compliance with the Madison College Employee Code of Ethics- Conflict of Interest statement that, *“No employee may use his/her position to obtain personal financial gain or financial gain for a member of his/her immediate family, or for any business in which he/she has a significant financial interest or relationship. Any salary or other compensation received by the employee from this College for services performed does not constitute “financial gain” as used in this section (June 2014).”*

#### **Accountability Statement**

The textbook and materials adoption policy effectiveness will be measured each academic year by analyzing textbook costs, adoption deadline compliance rate and student satisfaction.

#### **Links to state/federal regulations**

- Higher Education Opportunities Act of 2008 (HEOA of 2008):  
<https://www.congress.gov/110/plaws/publ315/PLAW-110publ315.pdf>

#### **Supporting documents**

#### **Related policies**