

Textbook Adoption

Related Board of Trustee Policy:

Responsible Official	<i>Vice President for Learning and Student Services</i>
Approvals	<i>8/14/00</i>
Revision	

Procedure

McDowell Technical Community College provides for an orderly and systematic process for the adoption and use of textbooks, supplies, and auxiliary materials that are required of students in college coursework. Use of the procedures described below should ensure consistency and should take into consideration costs incurred by students.

1. For all curriculum courses, the major responsibility for selection of textbooks, materials, and supplies to be required of student lies with full-time faculty members.
2. Full-time faculty members are responsible for establishing consensus within program areas concerning textbooks to be adopted for that area.
3. To avoid placing undue financial burden on students, faculty members, in making textbook or other selections, should consider the total cost to the student of all required textbooks, materials, and supplies for that course. Where possible, cost savings should be considered if such action is not likely to endanger the effectiveness of the educational experience.
4. If more than one full-time instructor teaches a particular course, each instructor teaching that course should be involved in the decision of the text to be used. Textbooks, materials, and supplies required of students should be the same for all sections of that course. This is intended to provide flexibility for students who may change sections and to promote sound educational practices.
5. To reduce costs and enable resale of used texts, **each textbook adopted shall be used for that course for a period of not less than two years.** Instructors are responsible for considering publication dates and publisher assurances of availability.
6. If, for unavoidable circumstances, a change in textbook adoption must be made earlier than within the two-year adoption period, a *Textbook Requisition of Change* for (copy attached) must be submitted to the appropriate dean for approval at least four weeks before texts need to be ordered. This should be used only in exceptional cases due to publication issues, availability, or educational quality. If approved, a copy of the completed form must accompany the textbook requisition form.

McDowell Technical Community College

Division of Learning Opportunities

Textbook Requisition of Change

Instructions:

According to the college's 5.1.16 "Textbook Adoption" procedure, textbooks are to be adopted for a period of not less than two years. However, in unusual circumstances, it may be necessary for a change in textbook to be made after a shorter interval.

This form is to be used to solicit approval for all textbook changes that occur in less than a two-year interval. If a change is desired and the interval has been at least two years since the last change, this form does not have to be completed.

Step 1. The instructor desiring a textbook change completes this section and forwards the form to the dean responsible for his or her area (Dean of Curriculum and Adult Basic Skills or Dean of Corporate, Business, and Outreach Programs) at least _____ before ordering needs to occur.

Course prefix and number: _____ Course title: _____

Current text used:

Title _____

Author _____

Publisher _____

Date of publication _____

I am requesting textbook change effective _____ Semester _____ Year _____

Proposed new text:

Title _____

Author _____

Publisher _____

Date of publication _____

In the space below, please explain the reason for the requested textbook change, including why the current text cannot be used. You may write on the back or attach a page if needed.

Instructor's printed name

Instructor's signature

Date

Step 2. The instructor desiring a textbook change submits the form to the appropriate Dean for approval.

Dean's action:

_____ I approve the requested change.

_____ I deny the requested change. Reason for denial: _____

Dean's signature _____

Step 3. If approved, the instructor may now requisition the textbook. **A copy of this completed form must accompany the textbook requisition.**