



POLICY & PROCEDURE DOCUMENT

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DIVISIONS: Academic Affairs, Campus Services and Facilities

TITLE: Textbook Adoption Policy

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REVISED:

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I. Purpose and Scope

This policy establishes the procedures through which instructors of WKU courses (1) identify the textbook(s) to be used in future course offerings and (2) inform the WKU Store accordingly.

The policy provides for notification on such a schedule that the WKU Store can make responsible business decisions as to textbook ordering and used text buyback from students, and it provides a default "rollover" provision for textbook assignment in the event that no specific information is provided by the instructor.

II. Policy

1. Academic freedom ensures that instructors of courses have the right to select, in accordance with any departmental policies that may exist, appropriate texts for the courses that they are assigned to teach.
2. Section 133(d) of the Higher Education Opportunity Act (H.R. 4137) of 2008 requires that "to the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose,, in a manner of the institution's choosing, the International Standard Book Number [ISBN] and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes." Section 133(e) of the HEOA further requires that the institution make available such information "to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with, the institution, as soon as is practicable upon the request of such college bookstore."

3. In order to provide the WKU Store with timely notification of the selected texts, instructors of record agree to provide the WKU Store with the title(s) (and, if appropriate, ISBN numbers) of selected texts by
 - a. April 1, for texts to be used in the Fall semester immediately following;
 - b. November 1, for texts to be used in the Spring semester immediately following.
4. A "No texts yet requested by instructor" response is acceptable.
5. If the instructor of record fails to provide any notification by the dates in II.3, then the WKU Store will automatically assign, for the semester in question, the textbook used for the most recently taught section of the pertinent course. In the case of multiple sections of the same course, with different texts for each section, the WKU Store will use the textbook most recently used by the assigned instructor. If the instructor of record has not previously taught a section of that course, the text assigned will be the most commonly used text for that course.
6. The WKU Store will, by default, assign the most recent edition of a text. Instructors may explicitly use, or retain, a previous edition number by informing the WKU Store accordingly by the dates specified in II.3.

III. Procedure

1. By the dates specified in II.3, instructors should notify the WKU Store of the intended texts and, if appropriate, ISBN numbers for courses to be taught in the pertinent semester.
2. Department heads should encourage compliance with this policy through appropriate notification to instructors.
3. This policy does not specify notification dates for courses taught during the summer and winter terms. However, instructors are encouraged to provide the WKU Store in a timely manner of selected textbooks for courses taught during these terms

IV. Reason for Policy

1. This policy improves the communication process associated with textbook adoption and makes course materials available to faculty and students when they need, want and expect them.
2. This policy benefits faculty and students by creating an environment that allows cost-effective selling and repurchase of textbooks, benefiting both students and WKU.
3. This policy complies with the Higher Education Opportunity Act requirements to make textbook information available to students on a timely basis, thus allowing students to be more aware of the full costs of attending an institution of higher education.
4. This policy provides students full access to textbook information during the registration process, enabling them to shop for their textbooks at the venue of their choosing.