

BETHUNE-COOKMAN UNIVERSITY

Textbook Adoption

Rationale:

Generally, faculty are responsible for selecting textbooks; however, a department or committee may select materials. Textbooks and other instructional materials should be selected as to minimize cost to students.



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Policy: Textbook Adoption

Date Approved: 6/13/18

Policy # 8

Office Responsible:
Office of the Provost

Faculty should strive to minimize the cost of textbooks and instructional materials for students while maintaining quality of the educational experience and continuing to ensure academic freedom. To aid in minimizing cost to both confirm availability and ensure maximum availability of used textbooks, faculty or departments or college/school deans shall submit adoptions by the following dates:

- Summer adoptions by March 15
- Fall adoptions by April 15
- Spring adoptions by October 15

Faculty or departments shall identify the textbook and other instructional materials, required and/or recommended for use in each course. The information will be available online to students through the textbook assignment application. When making a determination to use a new edition, faculty have determined that the new edition differs significantly from the previous edition to warrant the new edition.

Required materials for a course indicate that instructors confirm that students need the materials for the course. In addition, if bundled materials are used, the instructor confirms that all materials are needed.

Textbook listings shall include the international standard book number (ISBN), the name(s) of author(s), the title, the publisher, the edition number, the copyright and publication dates. Academic deans will monitor compliance to ensure each faculty has entered the required textbook or other instructional material by the designated deadlines.

Adjunct instructors will use the textbook or other materials, required or recommended selected by faculty or departments or college/school deans.