

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

BOOKSTORE & TEXTBOOK ADOPTION

Effective October 5, 2022

Procedure 9-05 (B)

Page 1 of 1

- (1) The College Bookstore (Bookstore) emails textbook and course material adoption forms to the deans, department chairs, lead instructors, program coordinators and additional department contacts supporting the adoption process every semester. Each department should complete and return the adoption form(s) to the Bookstore. The Bookstore will communicate the due dates for the adoption forms in the email.

In accordance with the Higher Education Opportunity Act (HEOA), adoption forms are due no later than ten (10) days prior to the semester registration opening date.

Instant access (IA) adoption forms are due no later than twenty-eight (28) days prior to the semester registration opening date; this allows time to notify the Office of Curriculum Management of course material fees to be linked to IA courses.

- (2) The Bookstore orders all textbooks and course materials, both required and optional, as indicated on the completed adoption forms.
- (3) Changes to textbooks and course materials after the adoption forms have been submitted to the Bookstore must be approved by the lead instructor, program coordinator and/or department chairperson.
- (4) Adoption forms are public records. Requests for adoption forms must be immediately referred to the Senior Vice President of Business Services, or designee, and to the Legal Office.
- (5) Faculty are responsible for selecting quality textbooks and instructional materials necessary for students to meet course learning objectives. The following criteria is considered when selecting textbooks and instructional materials for courses:
 - (A) Affordability
 - (B) Student success outcomes related to the content within the textbooks and instructional materials as well as the platforms on which the textbooks and instructional materials are provided; and
 - (C) Accessibility of textbooks and instructional materials