**Textbook Adoption Guidelines**

The Higher Education Opportunity Act requires institutions participating in Title IV to provide students with the net cost calculation for attending school. Part of that net cost includes textbook information. Students need to receive accurate information regarding the cost of textbooks for their courses in order to calculate the cost of their education. If students purchase a required book for their course and the textbook is subsequently changed, the students might not be able to return the original book or have the resources to pay for another textbook. In addition, the deadlines ensure that MBS Direct, the College’s official textbook supplier, has the finalized booklist for the upcoming semester prior to the current semester’s buyback date. That timeline allows for a higher return value to the students in situations where MBS knows the textbook will be required again in the upcoming semester. For these reasons, the College will be adhering to the following general guidelines for textbook adoptions.

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| **TERM** | **TEXTBOOK PUBLISHING DATE** | **DEADLINE FOR ADOPTIONS** |
| Fall | July 1 | April 8 |
| Spring | October 1 | September 24 |
| Summer | April 1 | March 25 |

**Instructors cannot change the textbook for their class after the publishing date.**

Each semester faculty will be notified by the textbook updater in their department of the specific due date for their textbook adoptions. MBS requires a minimum of 5 business days to ensure inventory and to input all related CRN codes on the courses. Therefore, textbook updaters will need to have all adoptions approved in MBS at least 1 week prior to the publish date in order for Academic Affairs to submit the adoptions by that date.

Textbook updaters will work with the faculty to complete the adoption process following these requirements:

1. All CRN's for all courses must have adoptions completed within the MBS Course Director. This adoption is either the required textbook and/or a message to students regarding non-text materials or OER.
2. All textbook adoptions must be recorded within the MBS Course Director. Financial Aid students need access to the adopted text through MBS in order to use their financial aid book voucher.
3. A CRN/course that does not have an assigned instructor and the text is currently unknown requires a message to students, "Textbook under consideration. Bookstore information will be updated as soon as determined. Contact your instructor for the final determination."

When an instructor change occurs after the textbooks have been published, the new instructor will need to use the textbook that was assigned to that section.

In unique situations an exception can be made. Exceptions need to be submitted to the Dean in writing for review and approval. The instructor should include the course code and CRN, the reason for the request, the current textbook and the proposed textbook information. If the Dean approves the request, the approval should be forwarded to the textbook updater, the Director of Academic Operations, and the Controller for processing.