



ADMINISTRATIVE PROCEDURE

TITLE: Textbooks & Course Materials Selection and Order Schedule

ADMINISTRATIVE PROCEDURE # 6901 *(previously 615.01)*

RELATED TO POLICY # 6900 BOOKSTORE OPERATIONS

In order to support student success and help reduce academic expenses for students, this procedure provides requirements of on-time submission of course materials.

Prior to each term faculty members must submit their adoptions for required and/or recommended textbooks, course materials & supplies and expected length of use to the bookstore by a predetermined date to meet federal and state guidelines. Each faculty member is responsible for selecting bias-free materials that provide exceptional value to students.

In order to provide as many used books as possible by taking advantage of the buyback cycle, and to meet the needs of HB 2871, the following deadlines are in place:

<u>Order for Term</u>	<u>In Preceding Term</u>
Summer	Spring
Fall	Spring
Winter	Fall
Spring	Winter

In compliance with the Higher Education Opportunity Act of 2010 required textbooks and materials shall be posted on the bookstore website at <https://bookstore.umpqua.edu/college> by the first day of registration.

In compliance with Oregon House Bill 2871, section 4 require that the college shall prominently designate courses whose course materials exclusively consist of open or free textbooks or other low-cost or no-cost course materials. The course designation required by this section must appear in the published course descriptions that are on the internet or are otherwise provided to students at the time of course registration, including on the campus bookstore course materials list that is provided for the course.

RESPONSIBILITY:

The Bookstore Manager is responsible for carrying out this procedure as it pertains to the bookstore and its associated responsibilities.

The Academic Deans are responsible for carrying out this procedure as it pertains to responsibilities associated with faculty members.

References:

NWCCU Standard 2.D.12
ORS 341.290(12)

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/25/2017

DATE(S) OF REVISION: 5/14/2019

DATE(S) OF PRIOR REVIEW: