

Cheyney University Policy Number AA-2010-1044

Policy on Textbook Adoptions

Approved by: Academic Affairs Council/President's Council

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Revised -- N/A

Additional History N/A

Related Policies: N/A

Additional References: N/A

General Policies and Procedures

- Faculty should strive to minimize the costs of textbooks for students while maintaining the quality of education and academic freedom.
- To ensure textbook adoptions are made with sufficient lead time to confirm availability and, here possible, ensure maximum availability of used textbooks, the faculty, departments or schools shall submit textbook and course material adoption information to the Bookstore Manager on the following schedule:
 - Fall semester adoptions by April 2,
 - Spring semester adoptions by November 1,
 - Summer session adoptions by March 19
- In the event that a faculty member has not yet been assigned to a class, the respective Department Chair, after consultation with area specialist, is responsible for adopting the course materials for the course.
- Faculty accepting late appointments to teach a course must use the current adopted course materials for that semester.
- Faculty members must utilize the adopted textbook for their class.
- Faculty may not engage in direct sale of instructional materials to students.
- Faculty members are encouraged to limit their use of new edition textbooks when previous editions do not differ in substantive ways as determined by the appropriate faculty and the University Bookstores can ensure an adequate supply of the older edition books are available.
- Once adopted, textbooks will not be changed during the Academic Year Fall through Summer II.

Desk Copies of Textbooks

Faculty members shall request desk copies of textbooks directly from the publisher(s). Directions for making such requests shall be posted on the university website.

In the event that a faculty member is not able to obtain a desk copy from the publisher prior to the start of the semester, the University's Bookstore will allow the faculty member to purchase the text and return it within 30 days of the purchase.

Custom Textbooks

Custom textbook orders cannot be changed after they have been placed. Custom Textbook can generally not be returned.

Any agreements made between individual faculty members and the publishers are not binding upon Cheyney University or the Cheyney University Bookstore.