

Policy statement for texts effective Summer I, 2012.

This applies to materials for which students would pay. Faculty, department heads, and deans should review the faculty handbook concerning selection of texts.

1. Common texts in multi-section courses:
 - a. Required textbooks for all sections of an undergraduate course will be the same unless granted an exemption under item c. below.
 - b. Online sections (TC1) may require a different text, but required texts for all online sections will be the same, unless granted an exemption under item c. below.
 - c. Faculty may petition their department head and dean for an exemption in special circumstances. For example, a faculty member may desire to use a different text on a trial basis for one or more semesters for potential later use by the whole department.
 - d. Textbooks for concurrent credit courses must be approved by the department head and may be different than texts required for on-campus or online sections.
2. Faculty may require supplementary materials.
 - a. Supplementary materials must have a clear educational benefit.
 - b. Care should be taken to keep costs of supplementary materials to a minimum.
 - c. Examples of supplementary materials include, but are not limited to: clickers, study guide, lab manual, scholarly article, work, or paper, and online homework.
3. Faculty may choose not to require the common text in their section.
 - a. Faculty not requiring the common text may require supplementary material if the total cost of the supplementary material is no greater than the cost of the common text.
 - b. Such supplementary material may not be what would be considered an alternative textbook.
4. When there are instances where one or more faculty members choose not to use the common text, or when there are online courses using a different common text, or in the case of concurrent credit courses, the department must be able to demonstrate that the learning objectives for the course are being met in all sections.
5. Textbooks or supplementary material listed as “optional” must be truly optional with no pressure on the student to purchase.