

### *Federal Textbook Adoption Dates*

Winter adoptions: End of October

Spring adoptions: Beginning of November

Summer adoptions: Beginning of March

Fall adoptions: Beginning of April

These deadlines are set so that we can follow Federal HEOA Laws. When doing your adoptions, notify the Textbook Center:

- 1) Whether or not the book is required, or optional.
- 2) If you would like an E-book as an option.
- 3) If your class gets cancelled.
- 4) If you get new classes/sections.
- 5) If you require some form of access code. (If your book comes with a code, but you don't need or use it, please let the Textbook Center know as well.)
- 6) If you don't mind using an older, or more than one edition of a book, please let the Textbook Center know, as older editions are a lot cheaper for the students.

If you DO NOT require texts for your classes, please let the Textbook Center know.

### Best Practices for Course Material and Textbook Adoption

#### *To improve affordability:*

- Adhere to the College's policy regarding textbook adoption timelines
- *Use affordable alternatives.* Consider alternatives to expensive textbooks, such as open textbooks
- Consider using the same textbook and edition as long as it remains educationally sound
- Avoid adopting textbooks that are "bundled" with supplementary materials, unless all of the components are required for your course.
- When practical, and when consensus exists among faculty teach the course, use the same textbook for multiple sections and offerings of a class throughout the year.

#### *To improve accessibility:*

- When of equivalent appropriateness, adopt textbooks and course materials that are already available in accessible formats, rather than those that are not.
- Adhere to the College's policy regarding textbook adoption timelines to ensure that there is adequate time to provide accessible versions of textbooks and course materials to students. It can take several weeks to convert material into accessible format, and sufficient time is required to ensure that materials are available for students with disabilities at the same time they are available to other students, as required by law.