



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

Policy: NPRC-3040: Textbook Adoption and Use  
Origination: 9-04-2019  
Approved: 12-11-2020  
Effective: 12-11-2020  
Reviewed: 07-18-2021  
Last Updated: 01-14-2022

## **Subject: Textbook Adoption and Use**

### **1. PURPOSE**

This policy provides guidelines for the adoption, creation, distribution, and use of textbooks and course materials for academic courses and workforce development courses offered by Northern Pennsylvania Regional College (“NPRC” or the “College”).

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all faculty, staff, and administrators responsible for oversight of all courses.

### **3. REFERENCES**

- 3.1 Higher Education Opportunities Act (HEOA), 20 U.S. Code §1015b – Textbook Information, <https://www.govinfo.gov/app/details/USCODE-2011-title20/USCODE-2011-title20-chap28-subchapI-partC-sec1015b>
- 3.2 College Textbook Affordability, Accountability and Accessibility Act, Article XX–F of Act 104, <https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2010&sessInd=0&act=104>
- 3.3 Commonwealth of Pennsylvania, State Board of Education, Report of the College Textbook Policies Advisory Committee, May 2012, <https://www.stateboard.education.pa.gov/Documents/Research%20Reports%20and%20Studies/Textbook%20Affordability%20Report%20FINAL.pdf>
- 3.4 NPRC-3035: Course Syllabus Adoption and Use
- 3.5 FORM-3040: Textbook and Course Materials Request
- 3.6 FORM-3048: Syllabus Management Table
- 3.7 FORM-3035: Course Syllabus Template

## **4. DEFINITIONS**

- 4.1 Textbooks and course materials refer to any published items used as an aid for or supplements to the standard curriculum for a given course. These include items such as textbooks, books, access codes, bundles (one or more textbooks or other supplemental materials packaged together and sold for one price), custom textbooks (compilations created by publishers), subscriptions, software and other technology, consumable materials, supplemental materials, internet website access, electronically distributed materials, and open educational resources (OER).
- 4.2 Open Educational Resources (OER) refer to free, editable, and accessible materials produced under the auspices of expert individuals, reputable companies or organizations, or officially recognized institutions of higher learning.
- 4.3 An ISBN is the International Standard Book Number associated with a published work.
- 4.4 A Bookstore is any provider associated with the College from which students may elect to purchase required textbooks or other course materials.

## **5. POLICY**

- 5.1 The College shall comply with all state and federal guidelines related to textbook adoption and use, including the mandates set forth by the Commonwealth of Pennsylvania in the College Textbook Affordability, Accountability and Accessibility Act, Article XX-F of Act 104, and the federal, 20 U.S. Code § 1015b – Textbook Information.
- 5.2 All sections of the same course offered during a term shall use common textbooks and course materials unless an exception is granted by the course instructor's supervisor.
- 5.3 As much as is practicable, decisions regarding textbook adoption shall be made in accordance with the timeline established by the College to ensure the Bookstore's ability to have textbooks and course materials available for use on the first day of class.
- 5.4 Required textbooks and course materials shall be clearly stated in the syllabus for academic courses as required by FORM-3035: Course Syllabus Template.
- 5.5 As much as is practicable, the textbook and course materials selection process shall include opportunity for input from all course section instructors, review by two or more full-time faculty and, when practicable, one or more part-time faculty, and approval of the course supervisor or designee.
- 5.6 No college employee or department may require or receive any payment, loan, subscription, advance, deposit of money, services, or anything, present or promised, as

an inducement for requiring students to purchase a specific textbook or course material required for coursework or instruction.

- 5.7 The College shall provide instructors with a copy of any common textbooks and course materials required for delivery of an assigned course as requested.
- 5.8 A college employee or department may receive sample copies, instructor's copies, or instructional support materials as required for completion of assigned job duties. Such materials shall be considered the property of the entity that receives them.
- 5.9 Instructors shall give due consideration to both the educational value and cost of new edition college textbooks and any supplemental materials when previous editions do not significantly differ in a substantive way or are not outdated, as determined by the course supervisor or designee.
- 5.10 As much as practicable, instructors are encouraged to consider use of OER or low-cost textbooks and course materials for adoption when possible and appropriate.
- 5.11 Instructors may create OER materials tailored to suit the needs of their courses and submit these resources to the course supervisor or designee for approval for adoption and dissemination to all course section instructors when possible and appropriate.
- 5.12 Required textbooks and course materials may include bundles only if all items included within the bundle are necessary for instruction of the course for all section offerings and the bundle provides a lower-cost option for student purchase than procurement of the individual items provides.
- 5.13 Required textbooks and course materials may require use of a custom textbook only if it provides students with a lower-cost option for student purchase than other options that meet the instructional needs of the course.
- 5.14 Textbooks and materials selected and notes concerning the selection and review process shall be documented on FORM-3048: Syllabus Management Table and FORM-3040: Textbook and Course Materials Request.
- 5.15 Required textbooks and course materials shall be reviewed routinely for relevance, rigor, and currency of information by the Faculty Advisory Committee ("FAC"), course supervisor, faculty mentor, or other appropriate college personnel. This review occurs as part of the syllabus review process conducted prior to the start of each term in which a course is offered. Textbooks and course materials deemed deficient in one or more of these areas will be replaced, providing a more suitable alternative is available.
- 5.16 Textbook and course material review may include comparison with alternate textbooks

and course materials available for adoption. Review may result in:

5.16.1 Continuing use of the currently required textbook and course materials with or without use of any newer edition; or

5.16.2 Adoption of alternate required textbooks and course materials.

5.17 Review of required textbooks and course materials may be conducted at any time upon written request submitted by faculty to the course supervisor or designee.

5.18 Required course materials and texts should be made as accessible as possible to students, with specific consideration for financial and/or technological limitations.

5.19 Course texts and materials not used directly by students for reading and assignments shall not be required.

5.20 The College shall, as practicable, disseminate information to students relating to purchase of used textbooks and textbook rentals; textbook buyback; alternative content delivery programs, including digital textbooks; and other cost-saving strategies for textbook acquisition.

5.21 The College shall maintain and publish a master list of required textbooks and course materials.

5.21.1 To the maximum extent practicable, the College shall make available, at least four weeks prior to the start of classes for an academic term and throughout the year on its website and upon written request, a listing of all college textbooks and supplemental materials, including the ISBN, author, title, edition, publisher and copyright date for the college textbook or supplemental material.

5.21.2 If the College determines that the disclosure of the information relating to a college textbook or supplemental material is not practicable, then the institution shall so indicate by placing the designation "To Be Determined" in lieu of the information indicated in 5.21.1. As this information becomes available, it shall be posted on the institution's website and provided as soon as possible to students and those who have previously requested such information.

5.21.3 Any change to the master list of required textbooks and course materials, other than that of an edition change to a textbook due to lack of availability of an older edition, shall require completion of the textbook and course materials adoption process culminating in the submission of FORM-3040: Textbook and Course Materials Request and revision of the master list of required textbook and course materials.

- 5.22 Options for textbook or course material rental, loans, low-cost sourcing, and whether use of available used textbooks or older editions is acceptable shall be provided to students by the Bookstore prior to the start of an academic term and via the course syllabi in compliance with NPRC-3035: Course Syllabus Adoption and Use.
- 5.23 Upon request, the College shall provide affiliated bookstores with the most accurate information available regarding NPRC's course schedule for the subsequent academic term as well as enrollment information and required materials for each course offered.

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 Faculty are responsible for submitting FORM-3040: Textbook and Course Materials Request to their supervisor or supervisor's designee in accordance with timelines provided by college personnel as much as practicable.
- 6.2 Faculty are responsible for affirmatively acknowledging the quoted retail price of any textbook or course materials submitted for consideration for adoption for required use as much as practicable.
- 6.3 Faculty are responsible for working with other college personnel to review timelines and processes involved in providing students with purchase opportunities for required textbooks and course materials as much as practicable.
- 6.4 The course supervisor or their designee, as applicable, is responsible for final approval of textbooks and course materials and communication of those decisions to faculty.
- 6.5 The Assistant Director of Instructional Support, or designee, is responsible for the maintenance and dissemination of current and historical master textbook and course materials lists to the Bookstore and other parties as requested.

## 7. SIGNATURES

*Signature on file*

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Chair, Board of Trustees

*Signature on file*

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Date

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President

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Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollege.org>

Revision Notes: None