



ASUN Operating Procedure - 2009

Operating Procedure Synopsis

Title: Textbook Adoption and Changes

Approval Date/Revision Date(s): 7/2016, 7/2019, 4/2021, 10/2021

Review Date(s): 3/2019, 7/2020

Executive Cabinet Liaison: Vice Chancellor of Academic Affairs

Responsible Manager: Academic Dean or Designee

A. Purpose and Scope

This operating procedure defines the process for recognizing the need for and implementing textbook adoptions and/or textbook changes for courses. Departments involved in the fulfillment of this operating procedure include Academic Affairs, Academic Deans, Associate Deans, Faculty, Academic Departments, Fiscal Affairs, and the ASUN Bookstore.

B. Definitions

Textbook and/or Course Material Adoption: The review, approval, and procurement of a new textbook (including required course materials) and/or the change of an assigned textbook for an individual course.

C. Procedures

1. Academic departments will review their current, required textbooks (including required materials such as access codes and lab kits) for courses under the purview of their department no less than every two academic years or as needed.
2. In the event a new course is added to the ASUN catalog and an existing or new degree plan and/or academic program, the appropriate department, in coordination with the appropriate dean(s) or designees, will meet to review and approve the adoption of a textbook (including required materials such as access codes and lab kits) for that course.
3. In the event that it is determined by an academic department, in coordination with the appropriate dean(s) or designees that a change of textbook (including required materials such as access codes and lab kits) is necessary for an existing course, the academic department and dean(s) or designees will meet to review and approve the adoption of a new textbook (including required materials such as access codes and lab kits) for that course.
 - a. This will include updating to a new edition of a current textbook title in order to determine the department approves of maintaining the same textbook title for a course.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- b. This will include updating to new access codes, lab kits, and other items required for the course.
 - c. This will NOT include supplemental items that are recommended but not required for the course.
4. Upon approval of the appropriate academic department and dean(S) or designees, a designated member of the academic department will complete the attached Change of Textbook and/or Materials Request form.
 - a. The completed form must include a cost analysis calculated and verified in coordination with the ASUN Bookstore Manager.
 - b. The completed form must include a thorough narrative justification for the change.
5. Upon completion, the designated Academic Dean will submit the completed form, with the course syllabus, narrative justification, and cost analysis attached, to the VCAA for consideration.
 - a. If an adoption or change is not approved by the VCAA, the form will be returned to the designated department faculty, with reasoning and recommendations provided from the VCAA.
 - b. Upon a disapproved request, the department and appropriate Academic Dean or designee will meet again to reconsider and approve a change in textbook for the course, based upon the recommendations concerning the disapproval of the original adoption or change request.
 - c. Once a new textbook selection has been approved, the process of requesting an adoption or change will begin with Step 1 of this procedure.
6. Once the request has been approved by the VCAA, a summary of change requests, including cost analysis will be discussed with the Vice Chancellor for Finance and Administration for review and feedback. These approvals must be completed by the following dates:
 - a. Fall Changes: March 1
 - b. Spring Changes: October 1
7. The signed form and accompanying documents will be forwarded to the ASUN Bookstore Manager, who will then order the requested number of copies and/or materials, which should be available by the academic term designated on the Change of Textbook Request form.
 - a. If the requested number of copies/materials cannot be made available by the academic term requested, the ASUN Bookstore Manager will inform the appropriate Academic Coordinator and Academic Dean.
8. A copy of completed form with all required signatures will be kept on file with the office of the VCAA and the ASUN Bookstore.

D. Related Information

The Change of Textbook and/or Materials Request form is attached to this document and is located on OneDrive on the Academics template page.



Department, Number, & Course Title:			
Last Date Changed:			
Textbook or Material Requested:			
Textbook ISBN#:			
Textbook Title:			
Textbook Publisher:			
Textbook Edition:		Effective Date:	
<p>NOTE: If you order from McGraw Hill be aware that they are now using ebooks or loose-leaf only and will not be available for rental only but available for purchase. Workbooks are still available as spiral bound.</p>			
Additional Materials Required (Access Codes/Lab Kits, etc.):			
Access Codes (if applicable):			
Lab Kits (if applicable):			
Other Required Materials (if applicable):			
<p>Justification for Change (if this is not explained in detail, this form will not be processed):</p>			
Cost Analysis:			
Previous Textbook/Material Cost:			
New Textbook/Material Cost:			
Number of Existing Textbooks/Materials in Stock:			
Existing Textbooks/Materials:			
Eligible for Return:			
Total Estimated Cost to the Institution:			
Notes:			

Required Signatures		Date
Faculty		
Bookstore – Cost Analysis Confirmed		
Academic Dean/Associate Dean		
Vice Chancellor for Academic Affairs		
Bookstore Manager – Receipt of approved textbook change form		