

Policy Number: 2025  
Date Created/Revised:  
Executive Responsibility: Provost  
Faculty Senate

## 2025.1 Authority

Pursuant to section 133 of the Higher Education Opportunity Act, Wright State University is required to disclose, on the institution's Internet course schedule, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule by the time that registration begins used for preregistration and registration purposes. So as to comply with federal law, facilitate the timely adoption of textbooks, and ~~thereby~~ provide students an opportunity to obtain those materials at a reasonable cost, faculty should identify the textbooks and other teaching materials they intend to use for a course prior to the federally-mandated adoption deadline<sup>[TS1]</sup>, so that students may be able to register for the course with as much information as possible about the required material. <sup>[TS2]</sup>

## 2025.2 Faculty Rights and Responsibilities

Faculty members retain full authority in selecting textbook(s) and materials appropriate for their classes, and they have the right to adopt new textbooks or other materials determined to be more appropriate for their courses at any time. When they change a textbook selection after the federally mandated adoption deadline, ~~however~~, faculty members must notify their department chair and/or dean. In all circumstances, faculty are also encouraged to carefully consider means of reducing costs to students (e.g. choose a textbook and course materials that might be available at little or no cost and/or are suitable for use in multiple courses).

## 2025.2 Adoption Deadline Procedures

The University is obligated to notify faculty of the adoption deadline, and faculty should submit textbook information as soon as possible. In the event a faculty member has not selected identified a textbooks and other teaching materials by the adoption deadline, ~~however~~, the University bookstore may assume that the faculty member will use the same textbook (including edition and format) and other materials ~~they~~<sup>[TS3]</sup> had used the as the last time ~~they~~ he/she taught the course if the following three conditions are met:

- 1) The ~~individual~~ faculty member (or, for team taught courses, a specific team of faculty) ~~who has been identified to teach a course in an upcoming semester~~ has taught the course within the past two academic years,
- 2) The University bookstore references this policy and makes at least one attempt to notify the faculty member (by both email and campus mail at least two weeks prior to the adoption deadline) of its intent to assume they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course, <sup>[TS4]</sup>

3) The University bookstore references this policy and makes at least one attempt to notify the faculty member (by both email and campus mail no sooner than one week before the adoption deadline) that it has assumed they will use the same textbook (including edition and format) and other materials they had used the last time they taught the course. |

[TS5]

In the event that a faculty member has not been identified when students are first able to register for a course, the University bookstore may ~~also~~ assume that a subsequently identified faculty member will use the same textbook (including edition and format) and other materials as they had used the last time they/he/she taught the course ~~after the adoption deadline~~ [TS6] if the first and third conditions are met and it has made at least one attempt to notify the faculty member of its intent to do so at least two weeks prior to making the assumption.