



## Textbook Policy

### I. PURPOSE:

As part of the Higher Education Opportunity Act (PL110-315), institutions are required to provide textbook information at the time a student registers for a course. Aultman College wishes to comply with this act.

### II. POLICY:

Aultman College Division directors must provide the Campus Coordinator with faculty textbook choices in December. The textbooks will then be adopted for a minimum of one year. Textbook information will be loaded into the student information system under course management for student access. A link will also be provided to the textbook website.

### III. PROCEDURES:

- The Campus Coordinator will send out an email to all Department Directors about 4 weeks ahead reminding them what information is needed and when it is needed.
- The Department Director will collect the following information for each textbook:
  1. Title
  2. Author
  3. Edition
  4. ISBN number
- The Department Director will email the textbook choices to the Campus Coordinator by the end of December. Textbooks will be adopted for a minimum of one year.
- The faculty will load textbook information into the student information system under course management prior to classes starting.
- The Campus Coordinator will provide all information to the third party book company. A link will then also be provided on the student information system for students to be able to easily access and purchase textbooks. This will all be completed by the end of January.