



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.008 Course Materials, Textbook Adoption, and Disclosure

I. Policy Statement

The purpose of this policy is to establish guidelines regarding textbook adoption and communication of information regarding course materials.

II. Application of Policy

Faculty and Staff.

III. Policy Definitions

A. Course Material

“Course Material,” in this policy, means a textbook, supplemental material, or open educational resource.

B. Open Educational Resource

“Open Educational Resource,” in this policy, means a teaching, learning, or research resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person. The term may include full course curricula; course materials; modules; textbooks; media; assessments; software; and any other tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

C. Supplemental Material

“Supplemental Material,” in this policy means, with respect to a textbook, instructional material developed to accompany the textbook, including printed materials, computer disks, website access, and electronically distributed materials, other than material that is part of an integrated textbook.

D. Textbook

“Textbook,” in this policy, means a book published primarily for instruction in connection with a particular course or courses offered to postsecondary students by an institution of higher education. The term includes any edition of a textbook or set of textbooks and any item considered supplemental specifically to the textbook, regardless of whether the textbook and supplemental item are sold together or separately.

E. University Bookstore

“University Bookstore,” in this policy, means a bookstore that is operated by UNT or in a contractual relationship with UNT or otherwise affiliated with UNT.

IV. Policy Responsibilities

A. Management of Textbook Adoption Communication & Records

The University Bookstore is responsible, at its cost and expense, for contacting in a timely manner all faculty members for their textbook and supply adoptions and maintaining a list of adoptions. The University Bookstore will fill orders for books and required supply items from term-to-term in accordance with textbook and supply adoptions by the faculty. The University Bookstore will provide a digital method for ordering textbooks which will show book orders from previous semesters.

B. Textbook Coordinators

Each department will designate a member of the faculty or staff as the textbook coordinator for the unit. This individual will work as a liaison between the University Bookstore and the department.

C. Term of Textbook Use

Once a textbook has been selected and adopted, the department will use the book for the course and semester for which it is selected.

D. Faculty or Department Designee Textbook Adoption Deadlines

To allow for timely placement of course material orders by students, faculty or the textbook coordinator must provide the University Bookstore manager with their textbook and course supply adoptions no sooner than the following:

1. September 15th (for the spring semester);
2. February 15th (for the summer sessions); and
3. March 15th (for the following fall semester).

E. Inclusion of Course Material Information with Schedule

1. No later than the 30th calendar day before the first day classes are conducted for each semester or academic term, the Registrar will include with the academic term's course schedule, or provide in a prominent location in the schedule, a link to a website, such as the University Bookstore website, that contains a list of the required and recommended course materials and specifies, to the extent applicable and practicable, information for each course material in accordance with [TX. Edu. Code § 51.4521\(2\)](#).

F. Search Functionalities

The University Bookstore will publish a course materials list with a search function that must also:

1. permit a search based on whether a course or section of a course requires or recommends only open educational resources; or

2. provide a searchable list of courses and sections of courses that require or recommend only open educational resources.

G. *Revisions to Schedule & Course Materials List*

As soon as practicable after the information becomes available, the Registrar will make available specific information regarding any revisions to UNT's course schedule and course materials list.

H. *Low-Cost Criteria*

If the Registrar or University Bookstore designates in UNT's course schedule certain courses or sections of courses as having "low course material costs" or a similar designation, the Registrar or University Bookstore will, in a prominent location in the schedule, state or provide a website link to the criteria for that designation.

I. *Itemization of Course Materials in Student Accounting*

Student Accounting will itemize a fee or charge for course materials assessed by UNT or another entity under an agreement with UNT separately from any other fees or charges assessed for a course or course section in UNT's billing to the student. This paragraph may not be construed to prohibit UNT from including the cost of course materials as part of the UNT's tuition.

J. *Accessibility and Accommodation*

Faculty are responsible for confirming with the publisher that the texts and materials are accessible for students with disabilities. If text and materials are not accessible for students with disabilities faculty should work with ODA to bring the text and materials into compliance.

K. *Availability of Low-Cost Options*

To the extent practicable, the Registrar must make reasonable efforts to disseminate to UNT students information regarding any:

1. available UNT programs for renting textbooks or for purchasing used textbooks;
2. available UNT guaranteed textbook buy-back programs;
3. available UNT programs for alternative delivery of textbook content;
4. available courses and sections of courses that require or recommend only open educational resources; and
5. other available UNT textbook cost-saving strategies.

L. *Public Access to Agreements*

Any agreement between UNT and an entity under which UNT agrees to assess or allows the entity to assess a fee or charge for course materials to students enrolled at UNT is considered

public information under [Texas Government Code, Chapter 552](#).

V. References and Cross-References

[Higher Education Opportunity Act of 2008, Pub. L. No. 110-315, § 133](#)

[Texas Government Code, Chapter 552](#)

[Texas Education Code §§ 51.451 & 51.4521](#)

[UNT Policy 06.035, Academic Freedom and Academic Responsibility](#)

VI. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
Approved Date:	03/09/1988
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