



Policy Title Textbook Adoption Policy	Effective Date 10/16/08	Policy Number IN-116
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement		
<p>LTC faculty and staff, through the LTC Bookstore procedure, will comply with the Higher Education Opportunity Act (HEOA) of 2008 adoption and procedure guidelines. This includes the requirement that textbook information (including ISBN and prices) be provided to students at the time of registration.</p> <p>The term textbook is meant to include various and all types of course materials, including software, electronic files, supplemental supplies and materials, and purchased course packs.</p> <p>The adoption process will include the indication of whether a textbook is required or recommended and should include to the extent possible an indication of whether an alternate (e.g., earlier) edition of the textbook may be used.</p> <p>Deans are ultimately responsible for ensuring that all pertinent courses under their authority have adoptions submitted by the deadline, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.</p> <p>Division are required to adopt the same course materials for all sections of each course.</p>		
Reason for Policy		
This policy was created to ensure compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.		
Cross References and Legal Review		
Reviewed/Revised: 1/25/2013; 4/10/2017		
Legal Counsel Review and Approval:		
Definitions		