



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 LTC will comply with the Higher Education Opportunity Act (HEOA) of 2008 adoption and procedure guidelines. The adoption process will include the indication of whether a textbook is required or recommended. Deans are responsible for ensuring that all courses under their authority have adoptions submitted by the deadline. Divisions are required to adopt the same course materials for all sections of each course in a given term.		
Reason for Policy This policy was created to ensure compliance with Section 133 of the federal HEOA of 2008.		
Cross References and Legal Review Legal Reference: Cross Reference: HEOA of 2008 section 133 Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions Textbook - Various and all types of course materials, including software, electronic files, supplemental supplies and materials, and purchased course packs.		