Category
POLICY: 5-33 Textbook Adoption

Approval
LT Approved: November 2, 2023
Effective Date:
Revised:
Responsible Party: Vice President Finance & Administration

Policy Statement

are responsible for evaluating and selecting student textbooks and learning materials on an annual basis. Textbook adoptions will begin March 15th for the next academic year - fall, spring, and summer semesters. Any supplemental resources that students will be required to purchase from the bookstore must be submitted at the same time as the textbook adoption.

Textbooks and supplemental resources will be adopted for the entire academic year utilizing the approved textbook adoption process. Exceptions will be approved only in cases of emergency (e.g., adopted textbook is no longer available) and must have the approval of the appropriate Academic Vice President.

All sections of a course will use the same textbook and/or software with the exception of concurrent credit classes. Textbook adoptions for classes held in high schools are determined on a case-by-case basis. Textbooks adopted as a bundle may not be purchased separately.

Faculty need approval from their Dean to identify a textbook as physical-only in the adoption process. Any items unavailable through the approved textbook vendor or designated as physical-only will be purchasable by students at the WSU Tech Bookstore. It is the responsibility of the students to obtain physical textbooks prior to course start date.

The cost of textbooks/courseware will be applied to the student's account as a book fee each semester. Digital materials will be available in the Learning Management System (LMS) the first day of class. Students who drop a class within the refund period will be refunded the cost of any digital materials.

Limited Opt-Out

WSU Tech considers textbooks and courseware as required instructional materials. As a result, WSU Tech offers limited Opt-Out opportunities for digital textbooks/courseware obtained through the approved digital textbook vendor.

Students are not permitted to Opt-Out in the following cases:

- The digital courseware is required
- The required e-textbook/courseware is considered multiterm, meaning the content item is used in more than one course and/or more than one semester.

Students who purchase digital textbooks will not retain access to the textbook after that semester unless it is a textbook that has extended access as defined by the publisher.