

Faculty Orders: Course Material Adoptions for Credit and Non-Credit Courses

Scope:

This procedure applies to all departments offering courses at the College of Southern Maryland.

Overview:

To ensure that the College Store has the most current and accurate course materials information for all courses, the following procedures have been established. This will allow information to be posted on the College Store's website while meeting both federal and state laws. Shopping early will allow students the opportunity to search the open marketplace, including the CSM College Store, for the best price and availability of new, used, digital, and rental textbooks, as well as other course requirements.

Definitions:

Course Materials Requisition – This form is the primary adoption tool between the textbook manager, publisher, and faculty in selecting course material requirements.

Required (**REQ**) – This status refers to course material that faculty consider critical to the success of students in a course. Faculty must utilize a majority of the textbook.

Recommended (**REC**) – This status refers to course material that faculty highly encourage to students for course enhancement but is not critical to the success of students in a course.

Optional (**OPT**) – This status refers to course material faculty may suggest to students for course enhancement or as a reference tool. Common optional materials include study guides and workbooks.

Choose One (**CHO**) – This status designates a student has a choice of formats. Common “choose one” options include a choice between ‘digital-only’ and a ‘package with a digital component’.

E-Book (**E-B**) – This status designates course material that is available in a digital format. A digital formatted book can be required or optional.

Store Recommended (**STO**) – This status designates study aides that students might find helpful. This designation is utilized by the bookstore only.

Procedure:

1. Approximately one month prior to the book order deadline (see step #3), the textbook manager will send a Course Materials Requisition to each administrative assistant for each course offered at each campus.
2. Listed on the Course Materials Requisition will be titles of course materials that were used the last time the course was offered. Faculty will indicate on each worksheet:
 - Maximum enrollment
 - Yes or No if the title(s) will be readopted for the next semester

- If yes, whether the title(s) will be Required (REQ), Optional (OPT), Recommended (REC), or a Choose One (CHO) option
- If no, list new textbook information if new books are adopted
- Signature by authorized personnel, such as department chair or administrative assistant
- For Non-Credit courses, indicate the start date and campus of each course
- Supplies also can be added to the Course Materials Requisition form (see **General Merchandise Adoptions**)

3. Departments should retain a copy of each Course Materials Requisition and forward the original to the textbook manager by the following due dates:

Credit Courses

- | | |
|-------------------|--------------|
| • Summer Semester | February 1 |
| • Fall Semester | March 15 |
| • Winter | September 15 |
| • Spring Semester | October 1 |

Non-Credit Courses

- | | |
|-------------------|------------|
| • Summer Semester | April 1 |
| • Fall Semester | July 1 |
| • Spring Semester | November 1 |

Adoptions received after the deadline or changed after the order has been submitted to the bookstore will be considered “late” (see **Late Textbook Orders**).

4. The administrative assistants must communicate via email to the textbook manager regarding:
- Increases to maximum enrollments
 - Added or canceled sections and courses
 - Added or canceled course materials
 - Changes to book statuses (i.e., changing a book from optional to required)

Issues, problems, and/or concerns by faculty regarding textbook availability must be channeled through the department’s administrative assistant. For example, if an instructor wants to change a book, he/she would contact the administrative assistant.

5. The textbook manager will notify departments of textbook edition changes, late shipments, and any other situations that may affect their textbook order.
6. The textbook manager will notify departments if a publisher has a limited or ‘No Return’ policy. In such cases, departments should consider appropriately reducing the original order for courses that will not fill. Non-returnable textbooks that do not sell will be charged back to the departments (see **Special Circumstance Textbook Orders**).
7. The textbook manager will post textbook adoption information for all courses within three weeks after receiving the signed Course Material Requisition.

Reference:

Also see Late Textbook Orders and Special Circumstance Textbook Orders

For more information contact: Textbook Manager, ext. 4751