SON OP 40.607: Complimentary Copies of Textbooks Policy

PURPOSE: The policy ensures that Instructors/Course Facilitators have a copy of a text to preview before adopting the text for a specific course.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY

Complimentary text copies are ordered by the Coordinator for Support Services for Instructors/ Course Facilitators for review for any given course.

PROCEDURE

1. To request a complimentary textbook, faculty members provide appropriate information including the number and the name of the course for which the text is being considered for adoption.

2. When a complimentary text copy arrives, the appropriate staff person records the date of arrival and distributes the text to the appropriate faculty member.

3. If the book is adopted, then the complimentary copy is considered a desk copy.

4. If a complimentary hard copy cannot be obtained in a timely manner, an e-book copy may serve as a complimentary desk copy.