



Textbook Adoption Policy

Policy Number:	AA 06-003
Policy Administrator:	Provost & Vice President of Academic Affairs
Policy Initiator:	Associate Vice President of Academic Affairs
Authority:	Higher Education Opportunity Act of 2008; SB 1359 Identifying Courses with Free Course Materials in Course Schedule; CSU Coded Memorandum AA-2014-08
Approval Signature:	President Thomas A. Cropper /s/

Purpose

The purpose of this policy is to ensure that California State University Maritime Academy (Cal Maritime) complies with federal, state and CSU regulations concerning textbook adoption.

Scope

This policy applies to faculty, the campus bookstore and the Office of the Registrar.

Accountability:

The Associate Vice President of Academic Affairs is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime that all faculty submit their requests for textbooks, course readers, and other course materials to the campus bookstore by the due date established by Academic Affairs in consultation with the Office of Disability Services and the campus bookstore.

Faculty not ordering course materials from the bookstore must notify the bookstore of that fact

The Office of the Registrar will be notified of specific course sections with zero cost course materials.

Procedure:

The Associate Vice President (AVP), Academic Affairs, in consultation with the Office of the Registrar, Office of Disability Services, and the campus Bookstore, will establish due dates for the timely adoption of textbooks, course readers, and other course materials ordered through the Cal Maritime Bookstore.

The AVP, Academic Affairs will announce the due dates for the entire academic year by March 1 of the preceding Academic Year. Specifically, and whenever possible, the due date for textbook adoptions will be no later than seven (7)