



Cummings Graduate Institute for Behavioral Health Studies
Policy and Compliance Office
16515 S. 40th St., Suite 143 • Phoenix, AZ 85048
P: (480) 285-1761 x4 • F: (480) 285-1761
compliance@cummingsinstitute.com • www.cummingsinstitute.com

TEXTBOOK ADOPTION POLICY

1. Overview

Faculty are encouraged to adopt the most appropriate textbook for content and learning objectives of the course and in a timely manner.

2. Purpose

The policy statement below was established by Cummings Graduate Institute (CGI) to clearly define the responsibility of individual faculty members, program administrators, and staff for timely identification of textbooks, course packs, and other instructional materials needed to support the academic programs of Cummings Graduate Institute.

For the purpose of this policy, 'textbook' may be described as a book, software application, and/or media bundle designed to be used in a course to introduce students to a subject or to continue instruction at intermediate or advanced levels of a subject.

A 'course pack' is a printed or digital compilation of readings assembled by instructors. Course packs can act as supplements to a textbook or as a replacement.

'Other instructional materials' may include workbooks, software, web-based applications or tools, movies or videos, subscriptions, or any required item that represents an additional cost to the student.

3. Responsibility

Faculty Member: responsible for proposal of selected text/materials and for providing textbook information to CGI administrators and staff.

Administrators (DBH Program Director and Assistant Director): responsible for final approval of textbook choice and ensuring compliance with this policy.

Staff (Instructional Design, Library): responsible for posting information on the textbook(s) chosen for students to view.

4. Scope

This policy demonstrates Cummings Graduate Institute's compliance with both the letter and the spirit of the course material provisions in the Higher Education Opportunity Act of 2008, which requires that course materials and their costs be identified to students at the time of registration. This provision enables students to be aware of the full cost of attending a course while providing them with ample time to explore every avenue for obtaining course materials.

Adoption procedures and deadlines enable CGI to comply with this provision by using the online learning management system and the Library website to post information about course materials at the same time the course schedule is posted for the upcoming semester.

5. Action

To ensure textbook adoptions are made with sufficient lead time to confirm availability and revise course content, faculty shall submit textbook and course material adoption information to the Director of the DBH program on the following schedule:

- Fall term adoptions by March 15
- Spring 1 term adoptions by May 15
- Spring 2 term adoptions by October 15
- Summer term adoptions by January 15

Textbook and course materials selected for a course must be approved by the Director and/or Assistant Director of the DBH program.

If an exception to the deadline is desired, a request for an exception must be submitted in writing to the Direction prior to the adoption deadline, along with a reasonable justification for an exception.

New textbooks will be adopted for a two-year period. Exceptions to this policy may include departure of the faculty member assigned to the course or a new edition is available whose previous edition is over five years old.

Guidelines for Faculty:

- Submit Textbook Adoption Request forms to the Director of the DBH program by the deadline.
- Consider price in the textbook adoption process, and if the academic quality is equivalent, consider adopting the less expensive textbook.
- Achieve the maximum usage of course materials and previous editions, which can include the use of texts in one or more courses.
- Use the same textbook and edition as long as it remains educationally sound, and consider allowing students to use older editions while noting any differences between editions.
- Adopt a common set of textbooks and materials for multiple-section courses or courses that are offered several times during an academic year. If consensus cannot be reached amongst instructors, the Director will be responsible for making the selection.
- Consider creating online course packs or readings that combine open-access content with content licensed by the Library and available for linking.
- Allow for the maximum flexibility in student purchase options, to include used books, e-textbooks, paper editions, and rentals.

Selection of Custom Materials

Faculty may request to use custom published textbooks for certain courses. The faculty member must submit a written justification and explanation that the custom published textbook is the most economical and best buy for the student, rather than a regular edition. The Director of the DBH program must approve all uses and contracts for custom published textbooks.

Textbooks Authored by CGI Faculty

CGI encourages its faculty to use their expertise to write books, including textbooks, that contribute to knowledge in the field. A faculty member may use the usual process to select a faculty-authored textbook for which the faculty author receives royalties for use.

Any faculty-authored textbook should meet the following requirements:

- The published book(s) must be properly copyrighted by the authors;
- The published books are available for open sale;
- Faculty do not make direct sales to students; and
- The published book(s) being assigned as texts in a course are approved for such use by the Director.

6. Enforcement

If an adoption request is not received by the deadline, CGI will adopt those materials previously used for the course.

It is the responsibility of the faculty member to be aware of new editions or changes to their course materials.

All other compliance with this policy shall be the responsibility of the Director of the DBH program.

7. Forms

- [Textbook Adoption Request](#)
- [Request for Use of Own Textbook](#)

8. Approvals/Revision History

Policy is effective on: DATE

Document has been reviewed/revised by:

| Review/Revised/Approved | Name | Date |
|-------------------------|------|------|
| | | |
| | | |
| | | |
| | | |