



NO. 4005 INSTRUCTIONAL MATERIAL

- 1.0 Instructional material is defined as a book, workbook, manual, periodical, access codes or bundle that may be required or optional for all members of a course.
- 2.0 Any material to be used as instructional material must be approved by the appropriate Division Dean. The faculty member recommends to the Department Director, Chairperson, or Program Director on the Textbook Adoption Form the use of the given material. The Department Director, Chairperson, or Program Director forwards the recommendation to the Division Dean who will consider the recommendation and, if approved, send the approved form to the Bookstore for processing. In recommending and selecting instructional materials, faculty members, Department Directors, Chairpersons, Program Directors and Division Deans shall comply with the OCCC Policies and Procedure No. 312.
- 3.0 The Division Dean is accountable for notifying the Department Director, Chairperson, or Program Director of the disposition of the recommendation or that the Textbook Adoption Form has been sent to the bookstore.
- 4.0 Should a faculty member's request for instructional material be denied by the Division Dean, the faculty member may appeal the decision for resolution to the Vice President for Academic Affairs.
- 5.0 Requests for instructional material for classes will be submitted to the Director of the Bookstore by the following dates:
 - Fall and Mid-Fall Classes – 3rd Monday in February
 - January Intersession, Spring, and Mid-Spring Classes – 2nd Monday in September
 - May Intersession, Summer, and August Intersession Classes – 3rd Monday in February
- 6.0 The Director of the Bookstore will make the final decision concerning the number of instructional material to be ordered for a course. If the instructional material cannot be obtained, the Director of the Bookstore will immediately notify the Division Dean.
- 7.0 Instructional material, once selected, shall remain in use for a period of three years, if possible. At least, every three years, instructional material should be reviewed by the relevant program faculty to confirm that the book remains appropriate to the course in which it is used. Reasons for a change in instructional materials are:
 - 7.1 The current instructional material is out of print or outdated.
 - 7.2 The course objectives have been substantially changed and are no longer compatible with the instructional material.
 - 7.3 Superior instructional material becomes available.
- 8.0 A request for a change of instructional material must be approved, as stated above.
- 9.0 The Bookstore shall arrange for the purchase of used instructional material when the repurchase of such instructional material conforms to the stated procedures of the Text Book Buy Back clause of the Bookstore Procedure (OCCC Policies and Procedure No. 3034).