CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1452

COURSE MATERIALS ADOPTION POLICY

1. Course materials are defined as textbooks and other materials serving the same function as textbooks for the course, including but not limited to readers, course-packs, digital materials, Open Educational Resources materials, and adaptive learning products.

2. Academic departments are responsible for ensuring timely submission of adopted course materials for all courses by the due date. The default due date will be five business days prior to the start of priority registration for the term.

3. Department Chairs shall require all instructors to submit their adoptions for required and recommended materials, or confirm their courses are "No Text/Materials" to Bronco Bookstore by the due date. Departments may designate adoption committees or coordinators to select materials and submit adoptions, or may allow individual faculty choice. Timely submission is essential to meet accessibility standards.

   a) For courses/sections with no assigned instructor by the due date (where the course materials are not chosen by an adoption committee/course coordinator), the Department Chair or designee will assign "default" course materials/textbooks based on prior textbook usage for the course.

   b) For courses where the chair is not able to select materials on behalf of a pending instructor, the new instructor is required to submit their adoption as soon as possible following course assignment.

   c) Instructors assigned to a class after the deadline who have a compelling need to change the adopted materials for that class, with the approval of the department chair, should contact the Bookstore to make changes as soon as possible.

4. Each department is responsible for ensuring timely submissions.

5. Due dates will be well publicized and made available to departments and faculty.