

UCA Textbook Orders Complying with Act 175 of 2007 (ACA § 6-60-601)

Arkansas law establishes deadlines by which textbook adoptions for courses must be published – April 1 for the next summer and fall terms; November 1 for the next spring term – and the UCA Bookstore sets textbook and course materials order dates that will allow it to meet those statutory deadlines. UCA expects those who order textbooks to meet these deadlines except in exceptional circumstances. The deadlines are intended to give students and their families and other bookstores timely notice of books required for scheduled courses at all public institutions of higher education in the state.

Books Ordered after Mandated Deadlines

The law requires special approval for any late book orders. To ensure that this approval is obtained and documented, the Office of the Provost has developed a form that must be submitted and approved before late textbook orders are authorized.

Examples of late book orders that **require** submission and approval of the late textbook order form:

- ◆ Textbooks for an existing course/course section are ordered for the first time or changed after the deadline.
- ◆ A new CRN is created and books are ordered for it after the deadline.
- ◆ An additional textbook, not ordered earlier, is adopted after the deadline.

Examples of scheduling changes that **do not require** submission and approval of the late textbook order form:

- ◆ One or more sections of a course are cancelled and the students enrolled in those sections are moved to other sections of the course. The textbooks for the surviving sections were ordered before the deadline.
- ◆ An instructor change takes place, but the textbooks originally ordered for the section remain the same.

Justification Guide

The wording of the reason/justification should be to the point/brief and should identify the central reason for the change. The following are examples of **appropriate justifications**:

- ◆ Course scheduled after the deadline to accommodate unanticipated enrollment growth.
- ◆ Required text not ordered on time because of clerical error.
- ◆ Publisher changed available edition of textbook after the deadline.

Justifications/reasons should not be stated in obviously non-explanatory ways. The following examples represent **inappropriate justifications**:

- ◆ The book order is late because of a late decision about the book order.
- ◆ We changed the book order so we are submitting a late order.

Justifications/reasons must be stated carefully and as succinctly as possible.

For Your Consideration...

For courses where many sections are taught and turnover of instructors/CRNs is likely, a common text or a default text for late-breaking sections would greatly simplify (that is, mostly eliminate) the issues with after-the-deadline orders.