
Policy Title:	ASM Textbook Policy	Policy Version:	1
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Policy Statement

This policy sets out the regulations regarding the requirement of textbooks and textbook related items in all Acsenda School of Management's (ASM) courses.

Purpose

The purpose of this policy is to outline the textbook requirements for ASM courses to ensure that students are equipped to meet the academic requirements of the course including participation in class learning activities and that faculty have a clear course structure.

Scope

Students are required to purchase and have available all course materials/textbooks as specified in the course syllabus by the first day of classes.

1. General

All textbooks required for courses must be approved by the Dean or Program Director and specified in the course syllabus. The deadline for requesting a change to a course textbook by faculty members is one week before the start of registration for the new term. Faculty members will inform students on or before the first day of class and in the course syllabus

- a. how the textbook will be used in the course and
- b. what the consequences will be if a student does not have the textbook by the second class in the term.

The ASM Bookstore is responsible for establishing guidelines in order to meet the needs of students for textbooks in a timely fashion. The ASM Bookstore will negotiate with publishers and order textbooks as per opt-in details below.

Students have the right to acquire a legal copy of their course textbook from a source of their choosing. It is the responsibility of the student to ensure that the textbook is legal and the correct edition.

Students may purchase their textbooks through the ASM Bookstore. To ensure course materials are available for students at the start of classes students must:

- place required textbook orders at the time of registration (opt-in to purchase their textbook through the ASM Bookstore);
- make full payment for the textbook(s) before the textbook will be released to the student;
- communicate with the ASM Bookstore regarding any special arrangements or issues that might affect a textbook order.

Students viewing e-texts and/or other online resources should do so on a tablet or laptop. Anything smaller e.g. smartphone, is not suitable for proper learning and classroom participation.

The sale of course packs and/or other learning materials to students in the classroom by an instructor or his/her delegate is prohibited.

ASM Faculty and Staff will not make nor permit the photocopying of textbooks for students who do not have their own copy.

The ASM Library might have reference copies of textbooks available. Please refer to Policy 6001 – Library Collection Development regarding the acquisition of textbooks by the Library.

2. Deadlines

All students must have either a print or e-text no later than the 2nd class of the term. Faculty members, at their discretion, may refer students to the ASM Bookstore to purchase the required text if students do not have the required textbook by the 2nd class of the academic term before being permitted to return to class.

Receipts for books order and not yet received are not acceptable. Students must ensure that their online orders arrive by the 2nd week of class of the term at the latest.

Definition

Word/Term	Definition
e-text	The electronic version of a textbook

Related legislation

None.

Related policies

Policy Number	Policy Title
3011	Refund Policy on Tuition and Other Fees
6001	Library Collection Development
69011	ASM Bookstore Return Policy

Responsibility

Faculty members are responsible for identifying textbooks and course material requirements, with written approval from the Dean or Program Director, and for clearly specifying those requirements in the course syllabus.

The ASM Bookstore will assist faculty members to identify appropriate textbooks and current editions and/or ordering textbook and related materials from publishers.

The administration of this policy is the responsibility of the Dean and the Director, Library, Information, Technology, and Instructional Services.

Students are responsible for following this policy and observing the deadlines as outlined in this document.

The Financial Administrator is responsible for processing payments and refunds in accordance with policy 3011 – Refund Policy on Tuition and Other Fees.