

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Textbook and Instructional Material Adoption Policy

Administrative policy approved July 18, 2022. Effective August 1, 2022.

Revision history: None; new policy.

Related policies: None.

Scheduled Review Date: August 2025 (Associate Dean for Academic Innovation and Administration)

A. Purpose

The Higher Education Opportunity Act Section 133 (20 U.S. Code § 1015b) requires that institutions disclose textbook and instructional material information to students for courses listed in the course schedule. The timelines required by this Policy allow Southwestern to communicate the International Standard Book Number (ISBN) and retail price of textbooks to students in time for class registration. By providing textbooks and information about instructional materials in a timely manner, Southwestern ensures that students have the opportunity to source affordable materials and more accurately budget for the academic year. Further, the timelines enable the Law School's Bookstore to acquire a sufficient number of used textbooks from other locations, including those across the country.

B. Deadlines

1. Summer term and corresponding SCALE Periods

To meet the above-stated purpose, faculty members who teach during the summer term (including the London Program) or corresponding SCALE periods should provide textbook and instructional material information to the Bookstore Manager or Faculty Support by the second Tuesday in March.

2. Fall and spring traditional semesters, corresponding SCALE Periods, and January Intersession

Faculty members who teach during the fall semester, January Intersession, spring semester, or the corresponding SCALE periods should provide textbook and instructional material information by the second Tuesday in May.

C. Process

The Associate Dean for Academic Innovation and Administration or the Faculty Support Office will send a Textbook and Instructional Material Adoption Form to faculty with an attached memo that specifies the deadline and required actions. Starting 21 calendar days from the deadline, the Bookstore Manager will track submissions and update the Faculty Support Office about which faculty members have not submitted the required information. Non-compliance will be considered in a full-time faculty member's annual review and any renewal decision for adjunct faculty.

D. Exceptions

A faculty member may request an exception to a textbook and instructional material adoption deadline in writing to the Associate Dean for Academic Innovation and Administration, with a copy to the Vice Dean(s) and the Faculty Support Office, at least five calendar days before the deadline. The request must articulate a reasonable justification for the exception; for example, the faculty member may need additional time to review the new edition of a textbook. A faculty member does not need to request an exception when a course or section is scheduled after the deadline, or when the instructor is changed after the deadline. In those cases, the faculty member should provide textbook information as soon as practicable.

E. Notice to Students

Pursuant to this Policy, Southwestern will make every effort to make textbook and instructional material information available to students when registration opens for a term.

F. Cost-Saving Measures

Southwestern will request the Bookstore to provide students with information about renting textbooks, purchasing used textbooks, textbook buy-back programs, and alternative content delivery programs.

G. Academic Freedom

Academic freedom ensure that faculty have the right to select, in accordance with school policy, appropriate texts and materials for the courses they are assigned to teach. Nothing in this policy is meant to infringe on that freedom.