Tallahassee Community College recognizes the financial impact that the cost of textbooks has upon students. The college faculty and staff will make every effort to help control those costs by ordering only those materials needed for a particular class, by unbundling materials, and by offering students options for the acquisition and purchase of required texts and ancillary materials including open access texts, e-books and a rental program. The college will continue to implement options to keep textbooks affordable.

All college textbook selection/discontinuance policies will be in compliance with the Higher Education Opportunity Act.

A. Selection/Discontinuance Policies

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course.

Upon approval of an adopted text(s) for a course, it is understood that this adoption shall remain in effect for two full calendar years. Only in urgent cases may permission to discontinue a text be granted at an earlier date. Such permission must be granted by the appropriate dean/director.

After collaboration, the faculty member(s) concerned make a recommendation to the dean/director. Requests that have been approved will be transmitted to the bookstore by the dean/director.
1. Textbook discontinuance - no later than February 15th of the preceding year

2. New textbook selection - no later than February 15th of the preceding year

3. If courses are added after this date, textbooks for those courses should be adopted as soon as possible

4. If the college determines that information regarding book selection is not available or that posting this information is not practical, then the college must post “to be determined” for that course

5. If materials are ordered as a bundled package, instructors in the discipline area must confirm that all materials will be used

6. Faculty members may not require students to purchase materials other than those authorized in advance by the dean/director for the specific course

7. Textbook selections must be posted no later than 30 days prior to the start of the semester in which the textbook(s) will be used.