

**TEXTBOOKS**

**Policy Number:** 213

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Selection and purchasing of textbooks

**Related Policies:** [Open Educational Resources, Customized Publications](#)

**Procedures:** [213P](#)

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 06/24/2021

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**1. Scope**

This policy applies to textbooks for all credit courses.

**2. Policy Statement**

In accordance with the Code of Virginia (Sec. 23-4.3:1), it is the policy of Northern Virginia Community College to encourage efforts to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom.

When several different sections of the same course, whether sequential or non-sequential, are offered on one campus, the same basic textbook(s) will be used in all sections, unless the section uses all Open Educational Resources. The textbooks selected must be agreed upon by the faculty concerned and approved by the appropriate pathway dean. In cases in which the faculty members find the decision of the pathway dean unacceptable, the matter shall be brought before the chief academic officer for resolution.

Textbooks, once adopted, shall be used for a minimum of two years. More frequent changes will be approved by the pathway dean in unusual circumstances. NOVA encourages College discipline groups to adopt a single textbook for use in a course College-wide.

No employee shall demand or receive any payment, loan, subscription, advance, deposit of money, services, or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction. However, such employee may receive (i) sample copies, instructor's copies, or instructional material not to be sold and (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

**3. Definitions**

N/A

**4. Procedures**

See [213P](#).

**5. Authority**

[Code of Virginia 23.1-1308. Governing board procedures; textbook sales and bookstores.](#)