



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: TEXTBOOK AND COURSE MATERIAL ADOPTIONS, ORDERING AND DESK COPY ACQUISITIONS	Code: EE0102
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Policy Reference: E100, Instructional Support

I. PURPOSE

MATC is committed to quality education. In that spirit and to assure equal costs to all students in a class the same required course materials shall be used in all sections of any course taught within the Milwaukee Area Technical College.

To implement the above regulation, the following procedures apply for usage of course materials, and their adoption

II. PROCEDURES

A. Textbook/Supplies Categories

Required Course Materials Textbooks or other materials adopted by faculty as essential to successful course completion; students will be tested on required materials.

Optional Course Materials: Materials that are adopted by faculty as beneficial but not required. Students will not be tested on these materials. These may vary by section.

B. Adoption

Textbook/supply adoptions are the responsibility of faculty as assigned through individual academic departments. Adoptions are to be submitted through the Bookstores' online adoption process accessed through the Bookstore's page on matc.edu. All forms including physical books, e-books, OERs and Inclusive Access materials, etc., must be adopted via this process. Prior to each adoption cycle, the Bookstore will provide detailed guidance on this process and establish the appropriate deadline for submission.

Deadlines for adoption submissions are established to allow publication on the Bookstores' site of all materials and their costs, so students may view and use the information when registering for classes.

Desk copies

A desk copy is the instructor's copy of the officially adopted textbook for a course. Instructors are responsible for obtaining desk copies directly from the publisher. The Bookstores do not sell student copies as desk copies except in emergency situations, and only if on hand inventory allows.



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See also: EE0103 Textbook and Course Material Acquisitions by Students

Office of Responsibility: Bookstore
Last Reviewed: Apr-2022