

**Department of Electrical and Computer Engineering**  
**ECE AP 3**  
**Adoption and Sale of Textbooks and Other Instructional Material**

**Purpose**

The purpose of this policy is to establish the ECE Department textbook policy consistent with University AOP 10.14 for the adoption and sale of textbooks and other instructional materials.

**Policy**

The term textbook and other instructional materials includes various course materials, including software, electronic files, supplemental materials, and course packs that are listed as required or recommended for purchase by students enrolled in the course.

1. All textbooks and instructional materials that are required or recommended for purchase by students enrolled in ECE courses must meet adoption policies, including the minimum adoption period as outlined in AOP 10.14.
2. For ECE courses that are required within the ECE curricula, all textbooks and other instructional materials, both required and recommended per course syllabi, must be approved by the ECE Undergraduate Committee. To provide time for review, textbook and instructional material requests along with supporting justification must be submitted to the ECE Undergraduate Committee a minimum of 90 calendar days prior to the beginning of the pre-registration period. The ECE Undergraduate Committee will submit any approved requests directly to the ECE Department Textbook Coordinator 45 calendar days prior to the beginning of the pre-registration period. Typically, once approved, the effective date for a textbook that replaces an existing textbook will be the start of the Fall or Spring semester following approval.
3. For all other ECE courses, all textbooks and other instructional materials, both required and recommended per course syllabi, must be selected in consultation with other relevant faculty within the ECE Department. The textbook selection and evidence of support from relevant faculty must be submitted to the ECE Department Textbook Coordinator 45 calendar days prior to the beginning of the pre-registration period.
4. New textbook editions will be automatically adopted as they become available.
5. The ECE Department Textbook Coordinator will maintain a list of approved textbooks and other instructional material for ECE courses.

Effective Date: April 29, 2022