



# THE JOHN MARSHALL LAW SCHOOL

## Textbook and Instructional-Material Adoption Policy

1. **Purpose:** The federal Higher Education Opportunity Act requires The John Marshall Law School gather and communicate textbook information to students with the online class schedule when the schedule of classes at the time registration for the term opens.
2. **Deadlines:** The Registrar, in consultation with the Dean, will establish specific textbook and instructional-material deadlines for each term. The deadlines will allow textbook and instructional-material information to be available for students when registration opens for a term. The deadlines generally will be in mid-February for the summer and fall terms and early September for the spring term. The Registrar will also set deadlines for intersession, study-abroad, and other special terms. No deadline will be less than 35 days before the first day of class. The Registrar, Associate Dean for Faculty Affairs, or Dean will send a memo to faculty members reminding them about the deadlines. Starting 21 days from any deadline, the Registrar will track compliance and update the Dean and Associate Dean for Faculty Affairs about which faculty members have not yet submitted required information.
3. **Textbook and Instructional-Material Adoption Forms:**
  - a. The Registrar will provide faculty members with a Textbook and Instructional-Material Adoption Form. Faculty members shall timely complete these forms no later than the deadlines established pursuant to Section 2 above.
  - b. Compliance or failure to comply will be considered in a full-time professor's annual review and in any renewal decisions for adjunct faculty.
  - c. A professor may submit a request for an exception to a textbook and instructional-material adoption deadline in writing to the Associate Dean for Faculty Affairs, with a copy to the Registrar, at least 5 days before the adoption deadline; the request must articulate a reasonable justification for the exception. A faculty member need not request an exception when a course or section is added to the course listing after the textbook adoption deadline, or when the faculty member is changed after the deadline. Instead, when a section or course is added

after registration opens, or when a change in faculty member occurs, textbook information should be provided as soon as practicable.

4. **Conveying Information to Students:** The Registrar will work with the in-house bookstore and any JMLS staff necessary to make required textbook and instructional-material information available to students when registration for a term opens. Except in extraordinary circumstances, information should be made available to students within 35 days of the first day the class meets. Extraordinary circumstances include adding a course or changing the course faculty member within 45 days of the first day of class.
5. **Cost-Savings Measures:** JMLS will encourage its in-house bookstore to provide students with information about renting textbooks; purchasing used textbooks; textbook buy-back programs; and alternative content delivery programs.
6. **Desk Copies:** Faculty members who need review or desk copies for the next academic year should request the books directly from the publisher. You may obtain addresses online or from the Bookstore Manager.
7. **Academic Freedom:** Academic freedom ensures that faculty members 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.

*Administrative policy adopted March 7, 2017 (replaces Section 12, subpart (G)(6), "Textbooks," and Section 12, subpart (G)(7), "Change in Textbooks," on pages 141–142 of the 2016–2017 JMLS Faculty Handbook; also replaces Section 5, subpart (G), "Textbooks," and Section 5, subpart (H), "Change in Textbooks," on page 45 of the 2016–2017 Adjunct Faculty Handbook).*