

**NUMBER:** 1419  
**TITLE:** Course Materials Adoption Policy  
**APPROVED:** April 25, 2019

**I. Policy Statement and Purpose**

In accordance with the Code of Virginia §23.1-1038, it is the policy of Old Dominion University to encourage efforts to minimize the cost of course materials for students while maintaining the quality of education and academic freedom. In addition, pursuant to §23.1-1308, Old Dominion University shall implement guidelines for the adoption and use of low-cost and no-cost open educational resources in courses offered at the University.

**II. University Compliance**

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.

Pursuant to § 23.1-1038.3:1 of the Code of Virginia, no employee at Old Dominion University 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, with the exception that the employee may receive

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study guides or exercises at the end of each chapter and may be published in subsequent editions in order to update information in previous editions. Course materials may be designed for use in undergraduate courses, graduate courses, or for use in professional programs.



U.S. Department of Education is followed. Open education resources (OER) are



communications will be sent to the department chairs and the faculty if the requested

