



# OntarioLearn Policy

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<b>POLICY TYPE:</b>	Administrative
<b>POLICY TITLE:</b>	Textbook Policy
<b>POLICY NO.:</b>	ADMIN-009
<b>RESPONSIBILITY:</b>	OntarioLearn Policy Committee
<b>POLICY APPROVED BY:</b>	OntarioLearn Board of Directors
<b>EFFECTIVE DATE:</b>	March 2009
<b>REVISED:</b>	October 2014
<b>REVIEW DATE:</b>	October 2018

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## Introduction

Textbooks are a critical resource for students. Course textbook requirements must be provided to all partner colleges so each college can ensure the availability of the resource for their registered students in a timely manner.

## Purpose

This policy outlines the structure by which host colleges/registering colleges convey textbook information to each other and to their students.

## Definitions

**Host college:** The College who owns/delivers the course.

**Registering college:** The College where the student is registered.

## Policy statements

1. Registering colleges are responsible for making textbooks available for purchase to their students.
2. Each host college must ensure textbook information for the courses they host is current and complete by the intake publishing deadline. Any textbook change or update that occurs after the intake publishing deadline must be communicated by the host college in a timely manner.
3. Registering colleges must monitor textbook change notices to ensure the correct textbook information is available to their students.
4. It is the responsibility of the host college to ensure the textbook information is consistent for all course documents including but not limited to the OntarioLearn portal course record, the excel/word textbook files generated from the OntarioLearn portal system, course outline/syllabus, FAQ documents etc.

5. Other required learning resources must be noted and ordered by the registering college and made available to their students.

### **Accessibility for Ontarians with Disabilities Act (AODA) considerations**

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

### **Roles and responsibilities**

Registering colleges are responsible for making textbooks available for purchase to their students.

Host colleges are responsible to ensure that textbook information shared with registering colleges is accurate and any textbook changes are communicated to all registering colleges in a timely manner.

### **Non-compliance implications**

Non-compliance could negatively affect the learning environment for students. Difficulties acquiring the correct textbook in a timely manner may result in unnecessary student complaints and contribute to a student's decision to withdraw from their course. Non-compliance may result in a non-satisfactory course review result and may have a negative impact on the reputation of both the registering college and the host college.

### **Communications Plan**

The registering college is responsible for communicating details to their students on how to acquire their textbooks.

### **Related policies, procedures and directives**

Textbook Procedure (ADMIN-009.1)