

## **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE OPERATING RULE 18 (OR-18)**

**RULE:** Bookstores and Textbooks

**RATIONALE:** To ensure compliance with rules regarding the operation of bookstores and adoption of textbooks and course materials.

The cost of textbook(s) and material(s) has become a major expense for students; therefore, the intent of this rule is to encourage conservative practices to control costs.

### **OPERATING RULE STATEMENT**

New River Community and Technical College will ensure compliance of the Higher Education Opportunity Act (HEOA), WV State Code §18B-10-14 and West Virginia Council for Community and Technical College Education (WVCCTCE) Series 51 regarding the operation of a college bookstore and the actions of employees College employees in the selection and adoption of textbook(s) and course material(s).

**DATE FILED:** December 5, 2011

**DATE APPROVED:** February 2, 2012

**RELATED RULES/POLICIES/PROCEDURES:** WVCTCS Series 51, New River Procedure No. (TBA) – Bookstore and Textbooks

**RESPONSIBLE OFFICE:** Vice President Academic Affairs, Vice President Administrative Services, Chief Financial Officer, Deans, Department Chairs