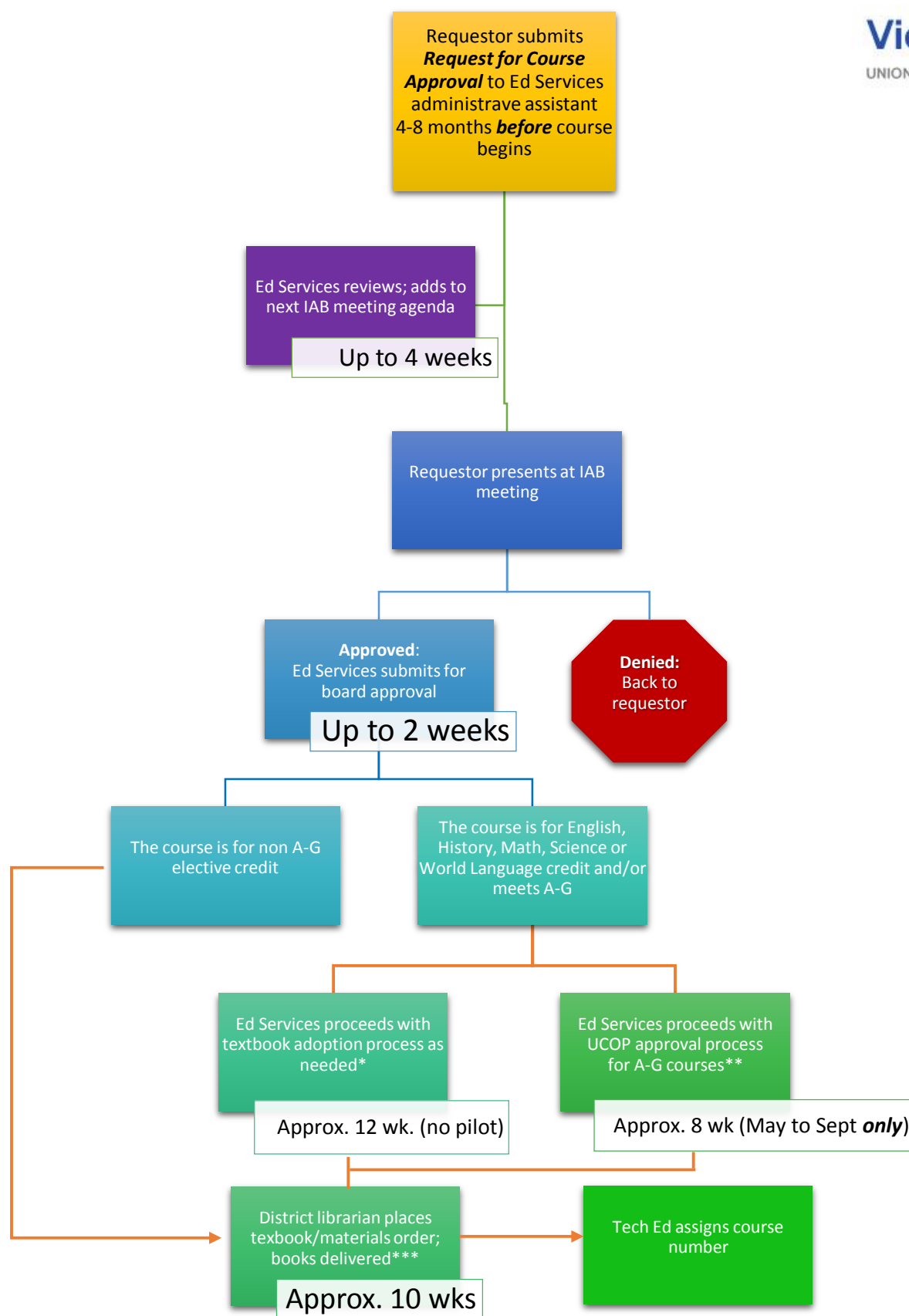




Course Approval Process



*Detailed textbook adoption process outlined on reverse.

**Detailed UCOP application process outlined on reverse

***If the process is not **completed** by May 1, textbook order will be delayed until August due to fiscal year budget policy.

It is the decision of Ed Services in collaboration with the Instructional Advisory Board (IAB) whether a core course requires textbook adoption and/or UCOP approval. For courses requiring textbook adoption and UCOP approval, some of the following may occur simultaneously:

Textbook adoption process takes 20 to 30 weeks (not including piloting):

- 2 weeks to request and receive materials from publishers
- 21 days public display
- 1 full day for teachers to review and narrow the list
- Approximately three weeks to schedule publishers presentations
- 1 day publisher presentations; selection made by teachers (unless piloting)
- The following steps overlap and take a total of 4-6 weeks depending on board meeting schedule
 - 21 days public display of final selection
 - Two weeks to draft a board brief, add to the next board agenda, and submit documentation
 - Final consideration
 - Board action
- Once approved, the following steps take two to four months (longer if order placed after May 1)
 - Quote obtained
 - Order placed
 - Texts delivered (MUST be received prior to June 30 for each fiscal year)
 - Texts barcoded and scanned

UCOP Doorways application process takes a minimum of 6 weeks and can only be submitted May through September:

- Once the textbook has been identified and a course number is assigned, a course description, including the textbook and course number is drafted by requesting teacher in collaboration with Ed. Services
- Ed Services adds the draft course description to the UCOP Course Management Portal
- Revisions are made as needed based on UCOP feedback. Multiple revisions may cause delays