



Northwest Mississippi Community College

EBook-IA (Inclusive Access) Policy

Revised 01/06/2022

In an effort to reduce the price of books for our students, Northwest began implementing digital technology for books during the fall 2016 term. The following policies and procedures have been defined for implementing electronic textbooks (eBooks) in courses as well as how courses with eBooks are processed through the Student Information System and accessed by the students.

- Courses utilizing digital technology are selected and approved by full time faculty who teach the specified course and the Directors of Instruction or lead instructor for their area of study. Every faculty member teaching the selected course is required to use some part of the Inclusive Access including ebooks or other digital components that have been approved.
- The negotiation of pricing for IA is handled by the Director of Union Services in cooperation with the Directors of Instruction for their area of study.
- Fees for IA are attached to each section of the course. This fee is due when completing the registration process.
- If the course is all digital, students are NOT REQUIRED to purchase a book from the Bookstore.
- eBooks-IA are available through CANVAS the FIRST day of class.
- Students may go through CANVAS to download the eBook material to a mobile device in order to use offline.
- Students may print information from their eBook within CANVAS.
- If students prefer a hard copy of the entire textbook, black and white loose-bound books are available for purchase in the Northwest Bookstore for most eBooks.
- IA fees will not be credited to a student's account when withdrawing from the course any time after the last day to make schedule changes, as defined in the *Northwest Bulletin* for the term.
- Adjustments for IA fees must be made through the Business Office before the last day to make schedule changes, as defined in the *Northwest Bulletin* for the term, in order to receive credit on a student's account.
- IA fees are assessed each time the student enrolls in the course.
- Any student receiving Title IV assistance has the option to "opt-out" of the IA charge. In order to do this, the student must provide proof of purchase elsewhere, must opt-out by the add/drop deadline, and must notify the Dean of eLearning in order for the Business Office to credit the charge. If the course requires digital components other than a book, proof of purchase of those components or codes must be provided as well.

* Inclusive Access (IA) includes an ebook and coordinating digital components