FACULTY TEXTBOOK ADOPTIONS

POLICY

The Bookstore will make available for sale to students those texts as required by the academic departments for courses listed in the official college catalog. The text required must be available from a recognized wholesale source.

PROCEDURES

1. The Bookstore will provide to each academic department the "required textbook information" form prior to each semester. The department chair will be responsible for providing the information on required and recommended texts, manuals, and supplies to be adopted for each course and section being taught in his/her department. The information is to be provided on the prescribed forms in the manner outlined and returned to the Bookstore by the stated deadlines.

2. Summer sessions, continuing education, night and special courses: The department head or his/her designee will provide the Bookstore with text and supply requirements in a timely manner in writing.