BP 4220  TEXTBOOK SELECTION

The selection and discontinuance of textbooks are the responsibility of the instructor, with the approval of the department chair and the academic dean.

Adopted: 12/17/96
Revised: 3/11/04
Revised:

(Replaces Board Policy 7100)
AP 4220  TEXTBOOK SELECTION

An adopted textbook should be used for at least a three-year period. Instructors may petition the department chair and the academic dean to change a text before the three-year period expires if valid reasons exist, and there is no stock on hand of the current text or the stock on hand can be returned to the publisher. Approval by the department chair and the academic dean is required for a change of an adopted textbook.

Textbooks and supplies are ordered on a form provided by the bookstore. Text orders and changes should be submitted according to the following schedule:

- For spring semester: by November 1
- For summer school: by April 15
- For fall semester: by May 1

Approved: 12/17/96
Revised: 3/11/04

(Replaces Administrative Procedure 7100.01)