

TEXTBOOKS

All texts and supplemental material required of students will be sold through the College bookstores. Under no circumstances are instructors to sell or take orders personally for such items. Instructors must use only those textbooks/materials approved for the course taught. Textbooks/materials provided by the instructors department/division remain the property of that department/division.

1. Each curriculum committee will review and recommend textbooks/materials through appropriate administrative/instructional processes.
2. The textbook/materials to be considered must meet the course description in the catalog.
3. A primary consideration of the committee shall be the cost of the textbook/materials to the student.
4. If the textbook/materials will lead to personal profit for the author who is a member of the curriculum committee seeking to adopt the textbook/materials, the author shall not be permitted to be a member of the committee.
5. The committee will make recommendations for adoption of a textbook/materials to the appropriate college-wide Associate Dean.
6. The appropriate college-wide Associate Dean will be responsible for informing the bookstore, in a timely fashion, of the approved textbook/materials.
7. The use of any supplementary textbook/materials which the instructor requires the student to purchase must be approved by the curriculum committee.
8. New editions of textbooks should be adopted for the first term that the textbook is reasonably available.
9. New editions must be adopted using the Textbook Adoption Form. (*See Appendix HH*)