

## **Policy Title: Textbook Adoption**

**Impact:** Business Procedures

**Responsibility:** Office of Instruction

**Effective Date:** 12/22/1993

**Revised Date:** 5/28/2014

**Reviewed Date:**

**Relates to Procedure(s):**

**Legal Citation(s):**

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### **I. Policy Narrative:**

Adoption of textbooks and required course materials must be approved by the division chair, who consults with the bookstore manager for ordering.

Complimentary copies of textbooks and course materials are not to be sold to any persons or organization, including solicitors or used book dealers.