

SECTION: Academic

SUBJECT: TEXTBOOK POLICY

Background

Point of Contact: Office of the Provost/ Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Student Affairs, Dean, Academic Programs; Dean, Professional Technical Programs

Date of approval by LCSC authority: March 23, 2015

Date of State Board Approval: N/A

Date of Most Recent Review: 03/2015

Summary of Major Changes incorporated in this revision to the policy: Update for compliance with federal policies

Policy:

1. Textbooks orders must be filed by the due dates provided by the bookstore on the appropriate textbook requisition forms.
 2. Textbooks, including the ISBN, supply lists, and any additional charges for courses must be published and available to students before registration.
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