

SUBJECT: TEXTBOOK POLICY

Policy:

1. Textbooks are to be adopted for a minimum of 3 years, when possible, to allow students to re-sell used books.
2. Textbooks must be certified by faculty members as required for and actually used in the course. Others may be recommended but the distinction is to be clear.
3. Textbooks orders must be filed by the due dates provided by the bookstore on appropriate textbook requisition forms which follow special instructions printed on the back of the textbook requisition. An instructor new to a course must "live with" the selection made by his predecessor for the semester.
4. All new book sales are to be made through the bookstore.
5. Faculty will select their own textbooks. Division chairmen will respect textbook selections made by faculty members.
6. Faculty will use paper editions rather than hard-bound, whenever these are available, to keep initial costs down.
7. All essential supplies required of students are to be listed with appropriate costs. Essential class materials may be considered as class texts.
8. Any additional fees charged students are to be made clear prior to registration.
9. Textbook, supply lists, and any additional charges for all courses should be published in some form, available to students before registration.
10. New faculty should be briefed on: (1) The text they have "inherited"; (2) When they may change; and (3) How to effect change.