

Title: Textbook Adoption	Policy No.: CUR 1.21	Date: 10/16/07 Rev.: 12/1/08
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Areas Affected: All BSMSO Faculty & Students Page 1 of 1

POLICY STATEMENT: Guidelines for selection and adoption of textbooks for use throughout the curriculum

With the exclusion of current textbook edition updates, changes in textbooks are limited to every two years. Consideration and adoption will occur prior to the beginning of the academic year.

POLICY PROCEDURE:

- a. The Course Coordinator desiring to change a textbook will make a recommendation to the Curriculum Committee.
- b. Textbook(s) that address the content area(s) are ordered from vendors and placed in a designated room by the Librarian.
- c. Faculty are contacted to review the textbooks, three months prior to the academic year.
- d. Faculty will have up to two weeks to review the textbooks.
- e. Textbook selection will be brought back to curriculum to review with faculty input.
- f. Curriculum will inform all faculty of textbook adoption.
- g. The Book Store Coordinator will be notified in writing by email from the Course Coordinator no later than 2 months prior the start of the academic year that a new or different book selection has been approved by the Curriculum Committee.

Reference Policy # _____

Approved by:		
_____ _____ Signature	_____ _____ Title	_____ _____ Date
Approval History:		
Committees and Dates:		
Curriculum – 11/08		
Faculty Forum – 10/20/08, 11/17/08		
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