

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

BOOKSTORE AND TEXTBOOK ADOPTION
Procedure No. 9-05 (B)
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Effective October 1, 2008

- (1) Each quarter the bookstore will send forms to each of the academic departments on which textbook adoptions and other course materials for the upcoming quarter will be identified.

These forms shall be completed by the departments, signed by the department's chairperson, and returned to the bookstore on or before the due date as noted on the form.

- (2) The college's bookstore will order all textbooks and course materials both required and optional, identified by chairpersons.
- (3) No changes to course adoptions may be done without the permission of the department chairperson.
- (4) Request for the college's textbook adoptions are public records requests and should be immediately referred to the Senior Vice-President for Business and Administrative Services.