

**INSTRUCTOR'S RECOMMENDATION FOR REQUIRED TEXTBOOKS**

(All information must be provided before submittal to Division Chair.)

INSTRUCTOR'S NAME \_\_\_\_\_

CAMPUS \_\_\_\_\_

**PROPOSED TEXTBOOK:**

Instructor completes this section

Course Type: (CIRCLE ) TRADITIONAL ONLINE HYBRID TELECOURSE

COURSE NUMBER & TITLE \_\_\_\_\_

RECOMMENDED TEXTBOOK \_\_\_\_\_

AUTHOR \_\_\_\_\_ ISBN \_\_\_\_\_

(ON BACK COVER)

ACCESS CODE REQUIRED: CIRCLE (Y/N) ISBN \_\_\_\_\_

PUBLISHER \_\_\_\_\_

NUMBER OF COPIES \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

Bookstore completes this section

PRICE \_\_\_\_\_ PUBLICATION DATE \_\_\_\_\_ EDITION \_\_\_\_\_

**THIS TEXT WILL REPLACE:**

Instructor completes this section

TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_

PUBLICATION DATE \_\_\_\_\_

REASON FOR REPLACING \_\_\_\_\_

Bookstore completes this section

PRICE \_\_\_\_\_ DATE ADOPTED \_\_\_\_\_ EDITION \_\_\_\_\_

COPIES IN INVENTORY: NEW \_\_\_\_\_ USED \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**BOOKSTORE MANAGER**

APPROVED \_\_\_\_\_

**DIVISION CHAIR**

APPROVED \_\_\_\_\_

**DEAN OF INSTRUCTION**

**Submittal Process:**

The instructor completes information about the proposed textbook, as well as current textbook information including the title, author, publication date and reason for replacing the textbook. The form is then submitted to the Bookstore Manager who records information in the boxes and forwards the form to the Division Chair. Upon approval, the Division Chair submits the form to the Dean of Instruction. The Dean forwards the approved form to the Bookstore and a copy to the instructor.