

Textbook Policy

Each department/school has a committee, usually the curriculum committee, which selects and approves textbooks, laboratory manuals, and readings for courses offered. The department head submits information on books for courses scheduled to the Campus Bookstore according to the schedule shown:

<u>Term</u>	<u>Information Submitted to Bookstore</u>
Fall Semester	March 7
Spring Semester	October 7
Summer Session I	March 7
Summer Session II	March 7

Information on books for courses in a given term is made available on the University website on the date that it is submitted to the Campus Bookstore. Course syllabi are updated as needed to reflect books to be used. Textbooks are usually retained for three years; however, changes can be made when justified.