

TEXTBOOK ADOPTION & COURSE SUPPLIES REQUEST

Summer/Fall Adoptions are due by: April 1st

Spring Adoptions are due by: October 1st



Quick Reference:

(Check all that apply)

Change

Change textbook used in class to a different text listed on COR

Add

Additional text being add to Course & COR

Delete

Remove text from course and COR

New Edition

Replacing previous edition of a text on COR and Course

COURSE NUMBER & TITLE (ex. ARTH 2030 Survey of Asian Art)				SEMESTER		
INSTRUCTOR NAME		TODAY'S DATE	PHONE	EMAIL		

TITLE:						
ISBN:		EDITION:		YEAR:		
AUTHOR:			PUBLISHER:			
PLACE OF PUBLICATION:			On-line <input type="checkbox"/>		In Print <input type="checkbox"/>	
RENTAL:		Y <input type="checkbox"/>	N <input type="checkbox"/>	USE:		
				Required <input type="checkbox"/>	Recommended <input type="checkbox"/>	
ADA COMPLIANCE:		I will request an alternative version of this text from the publisher:			Y <input type="checkbox"/>	N <input type="checkbox"/>

Are you replacing a textbook?		Y <input type="checkbox"/>	N <input type="checkbox"/>	(If Yes, Please list the old textbook)	
--------------------------------------	--	----------------------------	----------------------------	---	--

Please note: Old textbook will be removed from Bookstore inventory and COR

OLD TEXTBOOK

TITLE:					
ISBN:		EDITION:		YEAR:	
AUTHOR:			PUBLISHER:		

ADDITIONAL SUPPLIES

ITEM and DESCRIPTION	ITEM NUMBER	VENDOR	USE	
			Req <input type="checkbox"/>	Opt <input type="checkbox"/>
			Req <input type="checkbox"/>	Opt <input type="checkbox"/>
			Req <input type="checkbox"/>	Opt <input type="checkbox"/>
			Req <input type="checkbox"/>	Opt <input type="checkbox"/>

The above text has been reviewed and meets my approval:

Instructor _____ **Date** _____

Division Chair Signature only required on new textbooks not new editions _____ **Date** _____

After division chair approval, please remit to the Bookstore for processing.

Bookstore Manager: I have reviewed this text and am able to complete this request.

Signature _____ Date _____

Vice President of Instruction: I have examined this text and approve its adoption as recommended.

Signature _____ Date _____