

POLICY NO. 305

AREA: General Administration

Adopted: April 2, 2002

Certified by _____
Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions Approved: _____

SUBJECT: TEXTBOOK PROCUREMENT

Textbook adoptions (requests) for courses offered at Central State University will be forwarded to the bookstore manager (or authorized representative of the company or agency contractually obligated to provide textbooks for the university) according to the following schedule:

TERM	DEADLINE
Fall	June 15th
Winter	October 15
Spring	January 15
Summer	April 15

Adoptions must be forwarded to the bookstore on the approved form which contains the course offering and number, estimated enrollment for the upcoming quarter and an indication of the instructor's textbook preference (including author, publisher and edition). This form must be signed by the instructor and his/her department chairperson.

PROCEDURE:

Textbook Procurement 305.1