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Procedure for Securing Approval for New Textbooks

(PLEASE INCLUDE ALL INFORMATION REQUESTED)

This form should be submitted together with a **copy of the book** and any supporting statements to the Instructional Office.

A. I hereby recommend the following text for adoption as the basic textbook in:

Course: _____ Semester: _____

Author _____

Title _____

Publisher _____

Copyright Date _____ Edition _____ ISBN# _____

Enrollment limit per section _____

To replace the following text:

Title _____

Publisher _____

Copyright Date _____ Edition _____ ISBN# _____

B. Requirement of ADA Compliance

I will request an "alternative text" version of this text from the vendor Yes No

I need assistance attaining an "alternative text" version of this textbook* Yes No

*Copy of this document will be forwarded to the Text Specialist

Instructor's Signature _____ Printed name: _____

C. Division Chairperson:

The above text has been reviewed by the following faculty members and meets with their approval and my approval.

Member

Member

Member

Division Chairperson

D. Vice President of Instruction:

I have examined this text and approve its adoption as recommended.

Vice President, Instruction

Date