



Administrative Procedure 6900.1 BOOKSTORE INSTRUCTIONAL MATERIALS ADOPTION FORM

Division _____

BOOKSTORE INSTRUCTIONAL MATERIALS ADOPTION FORM

DEADLINE TO SUBMIT TO BOOKSTORE Summer: April 1 Fall: April 1 Spring: October 1

Use a Separate Form for Each Title

Copy of Book Must Accompany this Form

BOOK TO BE ADOPTED

Author _____ Copyright Date _____

Name of Text _____

Publisher _____ Approximate Price _____

Book Order Number (ISBN) _____

COURSE

Department Name & No. _____

Title of Course _____

NECESSARY INFORMATION (✓ if required)

*Required Textbook **Supplementary Text New Course

Semester to be Offered _____ Estimated Enrollment per Section _____

Author, title, and date of adoption of previous book (Must be filled out except for a new course.)

Reason for Selection: _____

Computer software or other classroom materials required for textbook use: _____

Selected by: Name of Instructor _____

Signature of Instructor _____ Date _____

IF REQUIRED BY POLICY 6330.G

Signature of Discipline Group Chairperson _____

Signature of Curriculum Chairperson _____

*To be ordered at 100% of estimate on initial order.

**To be ordered at 25% of estimated enrollment, unless otherwise noted.

Copies to: Bookstore (original)

Assistant Superintendent/Vice President (copy)

Department Chairperson/Director (copy)