

Subject: Orders for Textbooks and Materials
Policy Number: O30
Date: April 25, 2003
Reviewed:

POLICY :

Faculty of the School are responsible for ordering textbooks for their classes.

PROCEDURE:

During the semester preceding that in which a course is to be offered on campus, textbook order forms from the University Bookstore will be available to the faculty on the school web site. Faculty are responsible for book selection and are urged to consider the cost of the book(s) before ordering. Faculty are responsible for assuring that their texts are ordered. It is imperative that the return deadline for orders be met to ensure availability of books.

During the semester preceding a televised course, textbook order forms from the Office of Distance Education and Instructional Support will be distributed directly to the faculty. Faculty will return the textbook order forms directly to DEIS. Syllabi, readings, and other course materials will be submitted to DEIS as well. It is imperative that the return deadline for orders be met to ensure delivery of books and materials to students prior to the first class broadcast.