

Subject: Textbooks and Supplies Orders

Policy Number: A2.60

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POLICY

The University requires that all book adoptions specified by any course instructor (including all tenure-track faculty, non-tenure-track contract faculty, and graduate teaching assistants) must be placed with the University Bookstore. Upon request, the University Bookstore makes copies of all book adoptions available to all off-campus bookstores. (BUSA 3.00, <http://www.sc.edu/policies/ppm/busa300.pdf>)

PROCEDURE

The Program Coordinator for Distributed Learning (Schedule Coordinator) will oversee the process of submitting textbook (required and recommended) orders for the SLIS. Faculty members will provide the University Bookstore with all course requirements no later than 90 days prior to the opening of the specific semester. (<http://www.sc.edu/policies/ppm/busa300.pdf>)