

## BEVILL STATE COMMUNITY COLLEGE Textbook Adoption Proposal

ALL Textbooks are adopted for a two-year minimum period. An updated syllabus must be sent as an attachment with this form. The syllabus **MUST BE** sent as a *Word Document*.

1. Course for which new adoption is proposed: \_\_\_\_\_  
\_\_\_\_\_
2. Proposed Effective Date: \_\_\_\_\_
3. Title, Edition, and Author of proposed textbook: \_\_\_\_\_  
\_\_\_\_\_ Year Copyrighted: \_\_\_\_\_
4. International Standard Book Number (ISBN): \_\_\_\_\_
5. Publisher: \_\_\_\_\_
6. Select one of the following:  Paperback  Hardback  Other (Describe)\_\_\_\_\_
7. Does the proposed textbook cover all courses if there is a continuation of subject offerings in this course?  Yes  No
8. Will the proposed textbook be custom packed?  Yes  No  
(Note: Custom packs greatly limit the bookstore's capability of returning books to the publisher.)
9. List all instructors who have reviewed the proposed textbook. \_\_\_\_\_  
\_\_\_\_\_
10. Was the current textbook custom packed?  Yes  No  
(Note: Only 10% of remaining volumes may be returned to the publisher.)
11. Recommended by:
  - o Discipline Committee Chair, Campus (Date): \_\_\_\_\_
  - o Discipline Representative, Campus (Date): \_\_\_\_\_
  - o Discipline Representative, Campus (Date): \_\_\_\_\_
  - o Discipline Representative, Campus (Date): \_\_\_\_\_
13. Action Requested:  Approved  Disapproved

\_\_\_\_\_  
Signature – Appropriate Division Dean

\_\_\_\_\_  
Date

ROUTING PROCEDURE: Instructional Discipline Committee Chair → Division Dean → Dean of Instruction.

ORIGINAL: Dean of Instruction.

COPY: Requesting Instructional Discipline Committee Chair, Division Dean, Bookstore Manager.