

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:
 - Discipline Committee Chair, Campus (Date): _____
 - Discipline Representative, Campus (Date): _____
 - Discipline Representative, Campus (Date): _____
 - Discipline Representative, Campus (Date): _____
13. Action Requested: Approved Disapproved

Signature – Appropriate Division Associate Dean

Date

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

ORIGINAL: Dean of Instruction

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