

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 3-1-301.8

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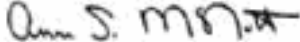
**PROCEDURE:** TEXTBOOK CHANGE/SELECTION AND ORDER

**BASED ON POLICY:**

**REVISION NUMBER:** 5

**OFFICE OF RESPONSIBILITY:** ACADEMIC AFFAIRS

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**PRESIDENT**

May 27, 2003  
**DATE**

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### PURPOSE

This purpose of this procedure is to outline the steps to be taken when selecting and/or changing textbooks.

### PROCEDURE

1. Requests for selection or change in a textbook must be submitted to the appropriate Division Dean. A Request for Textbook Change form must be submitted at least one semester prior to the change occurring.
2. To ensure consensus, the Division Dean consults with other full-time and adjunct instructors responsible for the course before approving the request and forwarding it to the Vice President for Academic Affairs.
3. The Division Dean provides the Bookstore Manager with written notification of the proposed change no later than one full semester prior to the proposed changes.
4. Final approval for change or exception rests with the Division Dean.
5. The Division Dean is notified and coordinates with the Bookstore Manager, who orders the books.
6. The Division Dean and Bookstore Manager will plan inventory and textbook changes so as to minimize cost to both students and the College.