

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.20 TEXTBOOKS

The following procedures are followed for implementation of Policy 2.20:

1. Textbook adoptions will be posted on the Campus server "S-drive" for professor approvals or updates.
2. The chair of the department will be responsible for completion of the form.
3. The chair of the department will meet with the Vice President for Academic Affairs for final approval of textbook selections.
4. The Vice President for Academic Affairs will inform the Manager of the Campus Store that the official textbook list is complete.
5. The bookstore manager will verify through the publisher the list of approved textbooks for publication on the BMC website.

REVISED: May 24, 2016; June 18, 2013; February 22, 2013; September 20, 2008; June 19, 2006