

# Instructional Material Selection

1. The Dean of each academic division is responsible for the oversight of ordering instructional materials for all departments within the division.
2. Instructors will order instructional materials utilizing the system developed by the College in partnership with the bookstore. At least every four (4) years, the Board shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.
3. Requests for textbooks and other required course materials are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the materials are to be used.
4. Deans, or their designees, will be responsible for acquiring course materials for adjunct faculty.

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**Policy Number:** 04.02.03

**Adopted:** May 21, 2024

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