



ADMINISTRATIVE

PROCEDURE

4031

DESERT COMMUNITY COLLEGE DISTRICT

TEXTBOOK ADOPTION

1. Textbooks and other instructional materials shall be recommended for adoption by full-time faculty in a subject area to the Dean and to the Executive Vice President Student Success/Student Learning for approval. In the absence of a full-time faculty member in a subject area, the Dean will obtain any necessary information from part-time faculty members or from other sources before making any recommendations.
2. Except as authorized in designated courses, a basic textbook(s) should be adopted for each course.
3. For multi-section courses, an alternative text(s) may be recommended for adoption by the full-time faculty in the subject area.
4. When possible, all textbooks shall be ordered through the college bookstore.

Reference: Ed Code 72000(b)

Approval Date: April 21, 2005
College Council Approval: May 19, 2008
Next Review: May 2013

Administrator: Exec. VP SS/SL