

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

6.15090 DR

TEXTBOOKS

6.15090 DR

Because books are traditionally an important source of information which the student must master in college courses, at least one official textbook will be selected for most credit courses offered by the district colleges.

I. Use of Textbooks

When an official textbook is adopted for a course, it will be retained for at least two years when that is possible. As long as it remains the official textbook, all students enrolled in the course will be expected to purchase a copy and all instructors teaching the course will be expected to make regular assignments from it.

II. Selection of Textbooks

Proposals to adopt or to change textbooks which have already been adopted will originate with instructors who teach the course and must be approved by the division chairperson and the dean of instructional services.

III. Timetable for Textbook Adoption

- A. Textbooks will ordinarily be adopted during the spring for use during the fall semester, and the proposal will be in the office of the dean of instructional services no later than April 15 or the next working day.
- B. If there is a special reason why the textbook should be introduced during the summer term, the proposal will be in the office of the dean of instructional services no later than April 1 or the next working day.
- C. For courses which are offered only during the spring semester, textbook proposals will be in the office of the dean of instructional services not later than November 1 or the next working day.

Approved: Chancellor  
March 2, 1976

Revised: October 15, 1985  
(Editorial corrections 6/20/06)