

1. PURPOSE

The purpose of this policy is to provide a uniform procedure for providing information concerning the requisition of textbooks and related instructional materials.

2. PROCEDURE

2.01 Department/school chairs and the Associate Dean in the College of Criminal Justice, or their designees, are responsible for consolidating and making available the textbook and instructional material needs of their respective academic units according to the following schedule:

- a. For Spring Semester - October 15
- b. For Summer Sessions - March 1
- c. For Fall Semester - May 1

2.02 Textbook requisitions and lists of related instructional materials are to be made available.

3. EFFECTIVE DATE OF POLICY

This policy shall become effective on May 1, 2005.

APPROVED: /signed/
James F. Gaertner, President

DATED: 05/06/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: February 11, 1986
Reviewer(s): Academic Policy Council

Review Cycle: February, ONY*
Review Date: February 1, 2007

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 04/29/05 _____

*=Odd Numbered Year