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

Department/school chairs, or their designees, are responsible for consolidating and making available the textbook and instructional material needs of their respective academic units to the contracted bookstore vendor according to the following schedule:

a. For Spring Semester – October 1
b. For Summer Sessions – March 1
c. For Fall Semester – April 1

CERTIFICATION STATEMENT

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listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.

Original: February 11, 1986
Reviewer(s): Council of Academic Deans
           Faculty Senate
           Academic Affairs Council

Approved: <signed> Date: 12/11/18
Richard Eglsaer
Provost and Vice President
for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.