

University Policy Number 300.03

TEXTBOOK APPROVAL POLICY

Responsible Administrators: Department Chairpersons, Academic Deans and the Provost – Chief Academic Officer

Responsible Office: Office of the Provost

Originally Issued: August 2012

Authority: Office of the President

POLICY STATEMENT: It is the policy of Claflin University to provide quality textbooks and other required reading material that meet the standards and competencies prescribed for each course offered for students' maximum learning.

STATEMENT OF PURPOSE: This policy establishes a procedure to be followed in order to be sure that the intent of the policy is being met.

PROCEDURES:

1. The textbook(s) (or textbook changes) required for any course at Claflin University, whether from the request of an individual or group of individuals, must be examined and approved by the faculty in the identified department or area of the request.
2. The approved textbook(s) or textbook change request must then be presented to the appropriate School for action. If approved at that level, the request may be implemented and the textbook (s) may be used.
3. However, if there are significant issues or concerns involved at any point in the process, the Dean should present the case to the Provost – Chief Academic Officer who will convene the University's Academic Affairs Committee for study and action on the request. The decision of this Committee is considered final.
4. In the event that a decision **has to be made** during a time when faculty are not onboard, the Department Chair, the Dean of the School, and the Provost – Chief Academic Officer would render a decision. This decision will be considered final.

