## **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