

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.20 TEXTBOOKS

The following procedures are followed for implementation of Policy 2.20:

1. Electronic forms for ordering textbooks are provided by the Office of Academic Affairs.
2. Each professor is responsible for completing and e-mailing this form to the chair of the department.
3. The chair of the department will forward the forms to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs will e-mail the forms to the bookstore manager who completes the list of approved textbooks for publication on the BMC website.
5. Students may post used textbooks for sale on a bulletin board provided by the College located on the lower level of the Pascal Student Center.

REVISED: September 20, 2008; June 19, 2006