***CHAPTER 6:* Educational Programs**

**ADMINISTRATIVE PROCEDURE NO. 6.36.1**

**ADMINISTRATIVE PROCEDURE**

**San Mateo County Community College District**

***Subject*: 6.36.1** Faculty Request to Assign Their Own Textbook for Class

***Date:*** XX/XX

***References***:

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Name:** | | | **Date:** |
| **Dept / Program:** | **College:** | | |
| **Course Title:** | | **Class (Prefix / Number / Section):** | |
| **Book Title:** | | | **Semester:** |

# PLEASE AFFIRM:

This book is properly copyrighted by me or the publisher.

This book is available for open sale.

I will not sell this book directly to students.

# To the best of my knowledge all of the above information is complete and accurate.

**\_** Date: Faculty Member

# \_

Peer Faculty Member Date

In approving this, the following certify that the request is within the context of approved policies, and that the documentation of this request, per SMCCCD policy, will be maintained by the Office of the Dean for three (3) years.

# \_

Dean Date

# IF PERMISSION IS REFUSED, PROVIDE REASON(S) BELOW:

**\_**

Signature Date