



COURSE KIT FORM

Please list each item needed for the kit individually, or attach a complete list from your chosen company with pricing. These kits need to be standard for all students. This kit list will be published in the bookstore and other areas of the SCC website as needed. Changes to this kit will require a submission of a new course kit form due at the same time as semester adoptions.

COURSE: _____ DIVISION: _____

COMPANY TO PURCHASE FROM: _____

PHONE NUMBER & REPRESENTATIVE: _____

EFFECTIVE DATE: _____

STEPS FOR APPROVAL

- 1. INSTRUCTOR _____ DATE: _____
- 2. CHAIR _____ DATE: _____
- 3. BOOKSTORE _____ DATE: _____
- 4. VICE PRESIDENT _____ DATE: _____
- 5. PRESIDENT _____ DATE: _____

NOTE: The Chair and VP should maintain a file copy. Official textbooks are approved by the Board of Trustees upon the recommendation of the College President. (Created 4/14/2014)