



COURSE: _____

DIVISION: _____

PRESENT LAB MANUAL

| | |
|-------------|--|
| TITLE | |
| CONSUMABLE | |
| EST COST | |
| EST RETAIL | |
| LAST CHANGE | |

PROPOSED LAB MANUAL

| | | | | |
|--------------------------|-----|--------|--------|--------------|
| TITLE | | | | |
| AUTHOR | | | | |
| EDITION | | | | |
| ISBN | | | | |
| PUBLISHER | | | | |
| EST COST | | | | |
| EST RETAIL | | | | |
| CONSUMABLE | YES | NO | | |
| CLASS FORMAT | ALL | HYBRID | ONLINE | FACE TO FACE |
| REQUIRED/OPTIONAL | R/O | R/O | R/O | R/O |
| JUSTIFICATION FOR CHANGE | | | | |

STEPS FOR APPROVAL (SIGNATURE & DATE)

| | |
|----------------|--|
| INSTRUCTOR | |
| CHAIR | |
| BOOKSTORE | |
| VICE PRESIDENT | |
| PRESIDENT | |

NOTE: Book adoptions should be used for a minimum of three years, unless course material dictates earlier change. Adoptions must be submitted one month prior to registration beginning for the proposed semester. 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. (Rev. 1/30/2017)