



Textbook Approval Form Instructions

DTS faculty mentors/sponsors authorize ALL CBS textbooks. The CBS Instructor's DTS faculty mentor/sponsor serves as Academic Dean and Department Chair to the respective Instructor. Rather than CBS Instructors tracking down mentors and sponsors to sign the paper Textbook Approval Form and rather than submitting the form via "snail" mail or delivering it in person, CBS Instructors may submit their DTS-faculty-approved textbook requests via e-mail. This saves time, **paper**, and filing space. Plus, the CBS staff can locate past Forms easily. Thus, so that CBS Instructors maintain integrity and the proper lines of authority, the following Standard Operating Procedure (SOP) governs all textbook requests and orders:

1. The CBS Instructor completes the Textbook Approval Form—every bibliographic detail of the book is required. (How can the CBS staff order it otherwise, right?)
2. The CBS Instructor submits the Form via e-mail to his or her mentor/sponsor.
3. The mentor/sponsor indicates his or her approval by forwarding the Form to the CBS Director via e-mail (same e-mail as the one from the Instructor) and indicating in the body of the e-mail his or her approval of the book(s) listed on the Form. If the mentor/sponsor does not approve the textbook(s) listed, then the mentor/sponsor replies to the CBS Instructor and they discuss appropriate books.

So, the CBS Instructor begins the process by sending the completed approval form to his or her DTS Faculty mentor/sponsor, requesting his or her approval and asking him or her to forward his approval (and the form) to me. The next steps act like dominoes in a row.

Also, the combined price for each course's textbooks must remain under \$20.

Thank you for helping toward an effective and efficient CBS program.

The Textbook Approval form is due 6 weeks prior to the Semester.