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**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: TEXTBOOK READING LEVEL ANALYSIS

Code: EE0302

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Policy Reference: N/A

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The Instructional Media Department provides, through a computer software program, the district-wide service of analyzing sample passages from a textbook to determine its appropriate reading level.

Faculty can perform the analysis at any Faculty Resource Center.

An orientation to instructor-run analysis is available by calling the campus Faculty Resource Center.

Office of Responsibility: Instructional Design