

Missouri Western State University

## **Textbook Changes**

### **Academic Policies**

Approved: 09/02/2009

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Instructors wishing to adopt or change a text must submit the choice to the department Chairperson in writing together with, in the case of a change, supporting rationale.

Orders for all required textbooks are compiled and placed by the department Chairperson with the Bookstore Manager. The deadline for ordering all new and required textbooks is MAY 1 for the fall semester, OCTOBER 1 for spring semester, and MARCH 1 for the summer session.