PROPOSAL FOR TEXTBOOK ORDERING POLICY

The Office of the VPAA will establish a due date (14 days before the date on which registration will begin) for the submission of textbook information for all traditional undergraduate program classes for the academic year. It will publish this date as part of the Class Schedule Timetable and make it available to the Muskingum University faculty and bookstore at the beginning of each school year at Fall Faculty Conference. Faculty are expected to submit book information to the Muskingum University bookstore 14 days before the registration period commences. The bookstore will either list the books as information only, or as materials that can be purchased from the bookstore, depending on the stated wishes of the faculty.

Due to differences in the staffing and enrollment decision process for graduate and the Muskingum Adult Program classes, the Office of Graduate and Continuing Studies will post, on their own website, a link to the bookstore’s website. As soon as faculty teaching in graduate and the Muskingum Adult Program have decided on books for their courses, Graduate and Continuing Studies will submit this information to the bookstore.