Policy Name: Textbook Adoption	**Date Approved**: 01/01/2024
Policy Category(ies): Academic	**Date Effective**: 01/01/2024
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Approval Authority: Provost	**Date Last Reviewed: 12/12/2023**
Responsible Office or Official: Provost	**Recommended Review Cycle**: 12/12/2026

I.   Purpose/Policy Statement/Applicability

To uphold the values of fairness, academic freedom, fiscal responsibility, equity and consistency, and student success, the policy mandating textbook adoption is as follows:

II.   Definitions and Procedures

Instructors teaching multiple sections of the same course (general studies) must come to a consensus regarding textbook choice to remain in alignment for student equity. According to the American Association of University Professors regarding contours of textbook selection as it relates to academic freedom: "In a multi-section course taught by several faculty members, responsibility is shared among the instructors for identifying the text(s) to be assigned to students. Common course syllabi and examinations are also typical. The shared responsibility bespeaks to a shared freedom, which trumps the freedom of an individual faculty member to assign a textbook that he/she/they alone considers satisfactory (AAUP: 2024).

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. The department chairperson should then consult with the 1) dean of their respective college and 2) the Early College Academy to determine if the text choice is what is determined to be a reasonable cost to the student and the institution. Missouri Western strongly encourages those individuals teaching courses found in the general studies curriculum to select an open educational resource (OER) to reduce barriers to student participation in class.

Textbook requirements must be published in the course syllabus and made available through the bookstore. Faculty may not refer to other sources for purchasing materials (unless prior approval has been received) on their course syllabus.

Instructors wishing to adopt an online platform (such as a publisher-developed product) or physical text must adhere to the following timeline:

Physical texts and online platforms adoption deadlines:
For courses beginning in the fall/summer term: March 1 of the previous semester
For courses beginning in the spring term: October 1 of the previous semester

Final changes to online platforms:
For courses beginning in the fall term: July 1st
For courses beginning in the spring term: November 1st
For courses beginning in Summer: April 1st

All changes to course texts that impact cost to the student must occur before the first day students register for that course. Changes after students populate the course are prohibited.