

TEXTBOOK POLICY

Academic departments chairs must establish a list of textbooks that will be used for each semester. Copies of the list should be circulated among the department's faculty members, Department Head, and VP for Academic Affairs for approval prior to submitting the list to the bookstore. Textbooks will be used for a minimum of four semesters. All new edition change request should be coordinated with the book manager. The Department Head must submit any changes in the official textbook list to the bookstore two semesters prior to the semester in which the book(s) is to be used. Textbooks and other related educational materials sold on the campus of Mississippi Valley State University must be distributed through the University Bookstore.

TEXTBOOK ORDER ADOPTION SCHEDULE

- Fall Semester – April 15th
- Spring Semester – October 8th
- Summer Terms – March 5th

BOOK REFUNDS/With Legible Sales Receipt

First two weeks of class - 100%

Third week of class - 75%

Fourth week of class – 50%

Purchaser will be refunded in the same manner in which the original transaction occurred.

Summer semesters you only have one week.

All books should be returned in the condition that they were bought in new and in it's original plastic wrap, otherwise, the book will be considered used and refunded as such.