

CHANGE OF TEXT

The policy of Northeastern Oklahoma A&M College in changing texts is as follows:

1. Instructors must have the approval of their Department Chair of their school for any text change. The Department Chair will forward the application to the Bookstore.
2. Requests for textbook changes should be made early in the semester.
3. There are various reasons for change of text, many of which are good; however, it is assumed that an instructor will take the time and effort to make a wise choice and thus make it possible to use a given selection for a reasonable period of time.

DATE _____ INSTRUCTORS NAME _____

EMAIL _____ PHONE _____

SUBJECT, COURSE & CRN _____

TERM REQUIRED _____

CURRENT TEXTBOOK TITLE _____

CURRENT ISBN OR EDITION _____

NEW TEXTBOOK INFORMATION

PLEASE COMPLETE ALL LINES, DO NOT ASSUME THE BOOKSTORE CAN FIND YOUR ISBN

ADOPTION TITLE _____

AUTHOR _____

EDITION _____ PUBLISHER _____

ISBN, PLEASE VERIFY WITH PUBLISHER THAT THE ISBN IS NOT THE INSTRUCTOR COPY

ARE THE MATERIALS REQUIRED	YES	NO		
DO YOU PLAN ON UTILIZING THE INCLUSIVE ACCESS/INSTANT ACCESS	YES	NO	YES	NO
IS THERE A 2ND TEXTBOOK, MATERIALS OR SUPPLIES	YES	NO	YES	NO

IF AN EBOOK IS AN OPTION WE WILL OFFER IT TO THE STUDENT, IF YOU DO NOT WANT YOUR STUDENTS TO HAVE ACCESS TO AN EBOOK, PLEASE LET US KNOW THAT.

PLEASE REFER TO THE NEXT PAGE FOR ANY ADDITIONAL INFORMATION THE BOOKSTORE WILL NEED FOR YOUR COURSE MATERIALS.

INSTRUCTOR SIGNATURE _____

DEPARTMENT CHAIR SIGNATURE _____

ADDITIONAL TEXTBOOK, MATERIAL OR SUPPLIES. USE THIS SPACE TO MAKE ANY CHANGES FOR REQUIRED SUPPLIES.

ANY ADDITIONAL INFORMATION THAT THE BOOKSTORE SHOULD BE MADE AWARE OF