

Academic Technology Services
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu

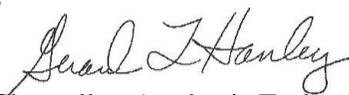
Gerard L. Hanley, Ph.D.
Assistant Vice Chancellor
Tel: 562-951-4259
Fax: 562-951-4981
Email: ghanley@calstate.edu

September 28, 2017

MEMORANDUM

Attention Provosts:
Actions required and recommendations to
comply with state and federal regulations

To: CSU Presidents

From: Gerry Hanley 
Assistant Vice Chancellor, Academic Technology Services

SUBJECT: Update on Regulations Regarding Textbook Affordability with Recommended Actions

This memo highlights three state and federal regulations that campuses will need to respond to on a regular schedule, as well as recommended campus actions.

Higher Education Opportunities Act (HEOA)

The HEOA is a federal law requiring higher education institutions to communicate the price of course materials to students at the time of registration. There are a number of HEOA provisions that impact the California State University. Complying with HEOA requirements is a condition for the CSU receiving student financial aid from the federal government.

As winter and spring 2018 textbook ordering begins, this biannual reminder to campuses about the HEOA textbook information requirements includes recommendations for supporting your campus' successful implementation of the requirements. The Chancellor's Office organized relevant information and answers to frequently asked questions for your campus community to learn more about the HEOA This information can be found [here](#).

The section in the HEOA on textbooks requires campuses to provide students access to textbook and course material information associated with the individual CSU classes scheduled for each semester/quarter. These requirements are "to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials."

Key Textbook Information Requirement in HEOA

"To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall—Disclose, on the institution's internet course schedule and in a manner of the institution's choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes." ([USCode, 2017](#))

Senate Bill 1359

Senate Bill 1359 requires CSU campuses "to clearly highlight, by means that may include a symbol or logo in a conspicuous place on the online campus course schedule, the courses that exclusively use digital

course materials that are free of charge to students and may have a low-cost option for print versions.” The deadline to implement this designation in your course schedules is January 2018. Guidelines for implementation have been provided to campuses with options and suggestions for satisfying this requirement. More information about SB 1359 can be found [here](#).

Assembly Bill 798

Assembly Bill 798 has provided 19 CSU campuses about \$860,000 to support faculty adopting open educational resources (OER) and low-cost course materials. These campuses will be able to compete for the remaining \$1.3 million allocation to support their textbook affordability program. The proposal deadline is June 30, 2018. This state funding is in addition to Chancellor’s Office funding for campuses’ [Affordable Learning Solutions initiatives](#).

Recommended Campus Actions to Comply with Regulations

- Communicate HEOA requirements to faculty and others who support the adoption of course materials. Emphasize the importance of providing course material and textbook selections by the campus due date, enabling your campus to be compliant with HEOA by providing the textbook ISBN and price in the course schedule prior to class registrations that begin October and November 2017.
- Showcase your campus’ textbook affordability plans with the funding from AB 798 and the Chancellor’s Office. In addition to funding, the Chancellor’s Office provides tools, templates, guidelines, webinars and consulting support for your local textbook affordability plans. You can find your campus coordinator(s), resources and information at [COOL4Ed.org](#).
- Discover the [California Open Online Library](#) to view free and open e-textbooks for 52 high-enrollment courses selected and peer-reviewed by faculty in the CSU, University of California and the California Community Colleges. More than 80 [case studies showcasing faculty](#) can be found at COOL4Ed as well.
- Explore the [AffordableLearningSolutions.org](#) website for information on choosing and providing more affordable, quality educational content. [CSU MERLOT](#) (Multimedia Educational Resource for Learning and Online Teaching) offers more than 5,400 free and open textbooks and more than 79,000 free course materials.
- Work with your campus bookstore to provide lower-cost course material alternatives for students.
 - Consider adopting an [Immediate Access Program](#) on your campus. Immediate Access Programs, sometimes called Direct Access or Inclusive Access programs, are campus specific programs that typically allow students access to their digital course materials on the first day of class at no cost through the add/drop date. Students can then “opt out” and purchase their course materials elsewhere, or purchase the digital content. Digital textbooks in these programs may be discounted 60 percent or more from print versions or discounted 25-60 percent from the already low digital rental price. Multiple CSU campuses have implemented their version of the Immediate Access Program and are providing affordable access to course materials for students.
 - Bookstores can consider incentives for faculty and departments communicating their course materials to the campus bookstore in a timely manner.

Connecting Affordability and Student Success

Too many students are not buying the course materials they need to succeed because they cannot afford them. A U.S. Department of Education survey conducted in Florida found that 48 percent of the students sampled indicated that they took fewer course units per semester because of the high cost of textbooks. Campuses can connect the importance of early course materials with student success through positive messaging, such as “help provide students more affordable options by providing course material requests to your campus bookstore by [campus due date].”

Accessibility of Instructional Materials

Students with disabilities benefit from having sufficient time to locate alternatively formatted materials. Having faculty submit their book orders on time and choosing no-cost and low-cost quality course materials can provide significant support for the academic success of students with disabilities.

Textbooks and Financial Aid

Faculty may not be aware that the campus’ ability to provide federal financial aid to students is dependent on a wide range of requirements, including the availability of textbook information within the course schedule. Noncompliance could put at risk more than \$1 billion in federal student assistance for CSU students. Raising awareness of this requirement will help faculty better understand why they are being asked to submit their book requests in a timely manner.

We hope you find this information helpful for your planning and implementation of textbook affordability programs and complying with state and federal regulations. If you have any questions, please contact me at ghanley@calstate.edu.

- c: Dr. Loren J. Blanchard, Executive Vice Chancellor Academic and Student Affairs
- Mr. Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
- Provosts and Vice Presidents for Academic Affairs
- Vice Presidents for Student Affairs
- Dr. Christine Miller, Chair, Academic Senate CSU
- Mr. Patrick Perry, CIO and Associate Vice Chancellor
- Campus Chief Information Officers
- Mr. Dean Kulju, Director, Financial Aid and Scholarship Programs
- Dr. Leslie Kennedy, Director, CSU Affordable Learning Solutions