



SAINT LOUIS UNIVERSITY

Higher Education Opportunity Act Textbook Policy

Policy Number: FA

Version Number: #1.0

Effective Date: July 1, 2010

Responsible University Official: Vice President, Frost Campus

1.0 INTRODUCTION

The purpose behind the provision, and the reason for this policy, is to provide students with the information necessary to shop for the most affordable course material.

2.0 PURPOSE

This policy defines the procedures for compliance with the textbook provisions of the Higher Education Opportunity Act of 2008 (“HEOA”). As of July 1, 2010, Section 133 of the HEOA requires institutions to provide textbook pricing information to students and is summarized as follows:

- Schools must, to the maximum extent practicable, provide students with accurate course material information including International Standards Book Number (“ISBN”) and retail price information. Providing this information on a bookstore website is acceptable as long as the link is clearly and prominently located on the school’s online course schedule;
- Schools, faculty, booksellers, and publishers are encouraged to collaborate on cost reduction strategies;
- Publishers must give faculty textbook pricing information and let them know if the book is available as a bundle or in alternate formats;
- Publishers must offer unbundled course materials, unless they are bound by a third party contract, customs, or the materials are designed solely as integrated materials; and
- Schools should inform students on how to save money on textbooks (including used books, cash back programs, etc.).

3.0 PERSONS AFFECTED

All individuals teaching courses for Saint Louis University other than courses offered through the Madrid Campus.

4.0 DEFINITIONS

HEOA - The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended. For purposes of this policy, the HEOA states in relevant part: “To the maximum extent possible, each institution of higher education receiving Federal assistance shall - (1) disclose on the institution's internet course schedule ... the ISBN and retail price information of required and recommended college textbooks and supplementary materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.”

See 20 USC § 1015b. Relevant definitions provided by the HEOA include but are not limited to the following:

Bundle - The term “bundle” means one or more college textbooks or other supplemental materials that may be packaged together to be sold as course materials for one price.

College textbook - The term “college textbook” means a textbook or a set of textbooks, used for, or in conjunction with, a course in postsecondary education at an institution of higher education.

Course schedule - The term “course schedule” means a listing of the courses or classes offered by an institution of higher education for an academic period, as defined by the institution.

Supplemental material - The term “supplemental material” means educational material developed to accompany a college textbook that--

(A) may include printed materials, computer disks, website access, and electronically distributed materials; and

(B) is not being used as a component of an integrated textbook.

5.0 POLICY

To the maximum extent practicable, departments must have teaching assignments completed and faculty must have course material information available for the University to provide to students by the opening day of the student registration period for each upcoming semester (including summer sessions).

The HEOA recognizes that there are instances in which course material information may not be available at the time of registration (e.g. instructor not hired yet) and allows for the designation of “To Be Determined” for the course material information. However, if a faculty member has been identified for a course, then course material information, with pricing, should be available to the students by registration.

If a course does not require a textbook, the faculty member is still required to submit course information to the campus bookstore prior to registration. These courses will appear on the bookstore website as “No Text Required.”

6.0 PROCEDURES

The Office of the Vice President, Frost Campus will be in close contact with the bookstore management to make certain to the maximum extent possible that faculty members submit their course book information on time. Specific steps include:

- providing information regarding the HEOA during new faculty orientation;
- posting this policy and FAQs document on the Office of the Vice President, Frost’s website;
- sending email notifications from the bookstore regarding textbook submission deadlines; and
- sending follow-up email notifications from the Office of the Vice President, Frost prior to submission deadlines.

The Office of the Vice President, Frost will receive a report from the campus bookstore at the submission deadline, four (4) weeks after the submission deadline and two (2) weeks prior to the beginning of classes each semester. The Office of the Vice President, Frost Campus will be responsible for tracking submission rates to monitor compliance.

Students at Saint Louis University can view textbook options through multiple forums. During the registration process on BANNER, students can click on a link to the campus bookstore. This link will display the textbooks ordered by the faculty, the new and used pricing, the ISBN number, and will indicate other formats in which the material is available (i.e., digital media). Students can also access textbook information directly from the campus bookstore website—www.slu.bncollege.com.

8.0 REFERENCES

Full text of the HEOA can be found at <http://ed.gov/policy/highered/leg/hea08/index.html>.

A summary of the HEOA provided by the Department of Education in a Dear Colleague Letter is available at <http://ifap.ed.gov/dpcletters/GEN0812FP0810.html>.

APPROVAL SIGNATURES

This policy has been approved by:
Manoj Patankar, Ph.D.
Vice President, Frost Campus
Saint Louis University



Textbooks and the Higher Education Opportunity Act (HEOA)

Saint Louis University

HEOA Provision Effective July 1, 2010

Understanding the HEOA's Textbook Provisions

Beginning July 2010 all colleges and universities must comply with the following textbook provisions of the Higher Education Opportunity Act (HEOA)

- Schools must, as practical, provide students with accurate course material information including ISBN and retail price information. Providing this information on a bookstore website is acceptable as long as the link is clearly and prominently located on the school's online course schedule.
- Schools, faculty, booksellers, and publishers are encouraged to collaborate on cost reduction strategies.
- Publishers must give faculty textbook pricing information and let them know if the book is available as a bundle or in alternate formats.
- Publishers must offer unbundled course materials, unless they are bound by a 3rd party contract, customs, or the materials are designed solely as integrated materials.
- Schools should inform students on how to save money on textbooks (including used books, cash back programs, etc.)

The law contains the following new provision:

"To the maximum extent possible, each institution of higher education receiving Federal assistance shall - (1) disclose on the institution's internet course schedule ... the ISBN and retail price information of required and recommended college textbooks and supplementary materials for each course listed in the institution's course schedule used for preregistration and registration purposes."

The purpose behind the new provision is to provide students with the information necessary to comparison shop for the most affordable course material.

As a consequence of HEOA, by the opening day of the student registration period for each upcoming semester (including summer sessions), departments must, to the maximum extent possible, have teaching assignments completed and assigned faculty must have course material information available for the University to provide to students.

The HEOA recognizes that there are instances in which course material information may not be available at the time of registration (e.g. instructor not hired yet) and allows for the designation of "To Be Determined" for the course material information. **However, it is generally recognized**

that, if a faculty member has been identified for a course, then course material information, with pricing, should be available to the students by registration time.

Students at Saint Louis University can view the textbook options through several options. During the registration process on BANNER, students can click on a link to the campus bookstore. This link will show the textbooks ordered by the faculty, show new and used pricing, ISBN number, as well as other formats the book may be available in, such as digital. At this point the student can choose to purchase textbooks from the campus bookstore.

Students can also access textbook information directly from the campus bookstore website—www.slu.bncollege.com. This is the same website available through BANNER and provides the same textbook information.

If no textbook information appears on the website, the faculty or department have either not yet made decisions regarding the materials to be used or have not communicated information to the bookstore. If No Text is required for the course, that information will appear on the campus bookstore website.

FAQ regarding Textbooks and HEOA

1. What is the Federal HEOA Law and how does it apply to me?

The Federal HEOA Law is a series of "Good Faith Laws" used to correct some of the issues that have arisen in recent years in higher education regarding affordability of textbooks and transparency of materials available from publishers.. This applies to the faculty because it is our mission to carry out the duties of the Federal Government in providing all available course book information online for students while offering the most convenient purchasing options when it comes to choosing their textbooks. This can be read in detail in the official [HEOA summary, HEA sect. 133. \(.pdf\)](#)

2. What will happen if we do not comply with this law?

Since HEOA is a federal law, noncompliance with these new policies could result in severe fines and a reduction of aid to Saint Louis University.

3. Does this new law apply to only undergraduate courses?

No, the new law applies to ALL COURSES, both graduate and undergraduate courses.

4. How will the policy affect the work in my department?

The Office of the Vice President - Frost will be in close contact with the bookstore management to make certain that each faculty member submits their course book information on time. This will require cooperation from the faculty member, department assistants and the campus

bookstore staff to ensure that accurate information for all course offerings is received by the deadlines. The Office of the Vice President Frost's office will receive a report from the campus bookstore at the submission deadline, 4 weeks after the submission deadline and 2 weeks prior to the beginning of classes each semester.

5. What are the deadlines for submitting textbook information?

The deadlines for submitting textbook information to the campus bookstore are as follows:

For Spring 2010-2011 term, October 22, 2010 and for Summer and Fall 2011-2012 terms, March 25, 2011.

6. Will textbook information forms be sent to the departments each semester?

Course Book Information Request [CoBIR] forms will be sent to departments that have not requested to go paperless. All faculty can place textbook orders via the campus bookstore website at slu.bncollege.com by choosing the faculty option on the home page tool bar. The bookstore will also accept information via telephone (531-7925), by fax (531-4199), or by email at books@slu.edu or bksustlouis@bncollege.com

7. What should the source for retail pricing on textbooks be?

The source for retail pricing will be the campus bookstore in conjunction with publishers and distributors. Students can price-check other purchasing options by utilizing additional readily available resources.

8. How will students be able to see price point options for textbooks?

Students who have signed up for classes will be able to view campus bookstore pricing by searching the bookstore website at slu.bncollege.com or at the point of registration via BANNER and choosing the buy textbooks link.

9. What do I do if my course does not use a textbook?

If a course does not require a textbook, the faculty member is still required to submit no textbook required information to the campus bookstore via any of the methods described in point 6. These courses will appear on the bookstore website as "No Text Required". Providing this information has been received by the bookstore, students will be able to view this information at the time of registration.

Classes that do not require students to purchase textbooks will read "No Text Required" under the course information on the bookstore website.

10. What if I use a custom coursepack//or course books for my course?

Custom coursepacks or course books can be used as long as they are either produced through the campus bookstore or the publisher information is provided to the bookstore. All such materials are required to be sold only through the campus bookstore.

11. Can I make my own coursepack/course book and have it available at the campus bookstore?

The University Bookstore can assist you with creating a custom coursepack/course book utilizing their preferred publisher Xanedu. Once the coursepack/course book is created, it will be published and available for sale by the University Bookstore. If you choose to create your coursepack/course book with a publisher, please provide the ISBN and other information to the Bookstore along with any book requests for the semester. Faculty cannot create or sell their own coursepacks/course books that were created within their department, as this is illegal and violates University policy and SLU's contract with the Bookstore. Students may not be directed to off-campus stores or copy shops to purchase coursepacks, and coursepacks may not be sold in the classroom.

12. How can I create my own custom coursepacks/course book and who can I contact to seek assistance?

If you need assistance with creating your own course pack/ course book, please either visit or contact the University Bookstore Textbook Manager Tricia Polley at 531-7925 or books@slu.edu. She will be able to assist you in creating your coursepack/course book and provide you with the information needed to work directly with Xanedu (the Bookstore's preferred publisher).
