

Office of Academic Affairs

Post Office Box 751 503-725-3422 tel
Portland, Oregon 97207-0751 503-725-5262 fax

TO: Deans, Assistant and Associate Deans, Department Chairs and all Faculty

FROM: Roy Koch, Provost

RE: New Textbook Disclosure Legal Requirements

DATE: December 18, 2009

Last year, Congress enacted the Higher Education Opportunity Act (HEOA), fully reauthorizing the Higher Education Act of 1965. The HEOA imposes a number of new reporting and disclosure requirements on colleges and universities that participate in Title IV student financial aid programs.

One of the new requirements is that colleges and universities disclose, to the maximum extent practicable, on their internet course schedule the International Standards Book Number (ISBN) and retail price for required and recommended textbooks and supplemental materials for each course listed on the schedule. The intent behind this requirement is to enable students to make more fully informed decisions regarding course selections and to enable students to seek out less expensive sources from which to acquire required materials.

These legal requirements are effective on July 1, 2010. In order to comply with these requirements, Portland State needs to take the following steps beginning with the Fall 2010 course registration process:

- The requirement that ISBN numbers and retail price information for textbooks and supplemental materials be included in the online course schedule will be accomplished by linking the online course schedule with the PSU Bookstore's web page. For each course in the course schedule, a link will allow students to view the required and recommended textbooks and supplemental materials, including ISBN number and retail price, from the PSU Bookstore's web page.
- Registration for Fall 2010 opens on May 10, 2010. We are required to provide the necessary textbook and supplemental material information to students through the registration process to the greatest extent practicable. Therefore, in order to have as much information as possible entered into the system prior to the beginning of fall term registration, **textbook and supplemental material orders for Fall 2010 are to be submitted to the PSU Bookstore by April 15, 2010.**
- As additional or amended textbook and supplemental material information becomes available, such information is to be submitted to the PSU Bookstore as soon as possible.

- I recognize that final decisions regarding courses and instructors often are not made this far in advance. In situations in which textbook and supplemental material information is unavailable for a course that is listed in the course schedule, the online information will indicate that such information is “TBD.” In order to demonstrate compliance with these new legal requirements, it is important that the number of TBDs in the course schedule be kept to a minimum, particularly for courses taught by full-time faculty or taught using materials chosen by the department.
- I am aware that some faculty members direct students to bookstores other than the PSU Bookstore for the purchase of textbooks and course materials. That remains acceptable. However, all textbook and course material information must nonetheless also be submitted to the PSU Bookstore in order to assure that all such information is made available to students through the online course schedule as required by the HEOA. There is no requirement that students actually purchase the materials from the PSU Bookstore; in fact, one of the purposes of the law is to allow students to more effectively seek out better prices.
- If materials for a course are to be made available through some other forum, then such information should be submitted to the PSU Bookstore so the online information is as complete as possible. For instance, the PSU Bookstore’s web page link for a particular course can indicate: “No text required,” “See instructor for materials,” “Coursepack available at....”, “Course materials available online at www....., etc.”
- The deadlines for submission of textbook and supplemental material information to the PSU Bookstore for future academic terms will be as follows: Winter 2011 by October 15, 2010; Spring 2011 by January 15, 2011; and Summer 2011 by April 1, 2011.
- Following each deadline, the PSU Bookstore will regularly provide information to department chairs regarding each department’s compliance with these requirements. Department chairs will be responsible for assuring that all available textbook and supplemental material information is submitted to the PSU Bookstore as required to the greatest extent possible.

Faculty members are encouraged to work closely with the PSU Bookstore to ensure that the most complete and accurate information regarding textbooks and course materials is made available as early as possible.

Thank you for your attention to these new requirements and for your efforts to assist PSU with compliance. I recognize that these new deadlines will require faculty members to make decisions regarding course materials earlier than has been done in the past. Compliance with the HEOA is important. Because the reporting and disclosure requirements of the HEOA are tied to an institution’s participation in Title IV federal student financial aid programs, the Secretary of Education is authorized to take administrative action, including the imposition of fines, against institutions that fail to comply. The most severe penalty would be a limitation or termination of an institution’s participation in the Title IV financial aid program.