

Co

In c

sch

(htt

in

not

either

the

2-4

One

book

weeks

cha

if:

book

store,

only

the

Dean

or

the

Community

Campus

Director

may

authori

ze a

change

in

the

textbook

and

materials

if:

the

Dean

or

the

Director

may

authori

ze a

change

in

the

required

text

materials

if:

the

Dean

Course Text Materials

order to disclose to students the full cost of each course prior to the release of the schedule as required by Section 112 of the Higher Education Opportunity Act (<http://www2.ed.gov/policy/highered/leg/hea08/index.html>), the faculty member offering the class, or department chair if an instructor is not assigned at the time, must identify the relevant university bookstore of the required texts and supplemental materials at the time the course is added to the schedule or by the deadlines announced by the bookstore, whichever occurs later. The university bookstore deadlines are to occur 2-4 weeks prior to the schedule being available to the students. Only if the required textbooks and supplemental materials for the course are listed with the bookstore, only the Academic Dean or the Community Campus Director may authorize a change in the textbook and materials. The Dean or Director may authorize a change o

- there has been an unavoidable reassignment of the course instructor after the course is posted in the schedule and a text has not been identified by the bookstore within the deadlines above;
 - the bookstore discovers after the textbook and materials have been listed that these books or materials are not available or not available in sufficient quantity to meet course enrollment;
 - there are other reasons that demonstrate the change is unavoidable and outside the control of the university faculty and/or staff.
- If the Dean or Director determines that one or more of these factors apply, the Dean or Director may authorize a change in the required text materials. If the Dean or the Director authorizes a change, the department offering the course may have to buy back the previously listed texts already purchased by students from non-campus sources or provide the newly designated texts or materials to students free of charge.



Office of the Provost
UNIVERSITY of ALASKA ANCHORAGE

3:00
Anchorage
University of Alaska Anchorage
Evidence Drive
Anchorage, Alaska 99508
uakaa.alaska.edu

MEMORANDUM

DATE: August 2, 2011

TO: Dean and Directors, UAA Faculty Learning Center

FROM: Michael Driscoll, Provost

CC: T. Esch, Interim Vice Provost for Curriculum and Assessment
William S. ... , Vice Chancellor for Administrative Services
Alessandro ... , Director, UAA Campus Books

RE: Title: Notification of Textbooks and the Higher Education Opportunity Act (HEOA)

The HEOA requires the university to make course text information (IS) available to students during preregistration and registration. The University bookstore has been working to make this happen by including links to the registration website. We have requested them to stock the books and administrative systems. The books are being purchased in similar systems.

Unfortunately, a significant number of faculty are changing the required text courses for the first time. This is even as late as the first day of class--which is a violation of the HEOA and puts university at risk. While faculty support the course content as defined in the Course Catalog, they are not supporting their selection for posting on the website. We need your cooperation to register.

The University is never found to be out of compliance with the HEOA, Federal provides serious financial consequences. I know that this will cause problems for some faculty, we need your cooperation to maintain compliance.

A recent complaint regarding a professor switching texts at the state level which doesn't return) led us to seek advice from the UAA Office of General Counsel. As a part of their response, they suggested that we notify faculty concerning the following requirements of the HEOA:

1. The University must disclose on its website the Standard Book Number and the recommended price for each required textbook and supplemental materials for each course; and
2. The information must be available for students to use for preregistration and

- registration purposes;
- 3. If the International Standard Book Number is not available, the university must include on the internet course schedule for or, title, publisher, and copyright date of the required textbook or supplemental material;
- 4. If disclosure of this information is not practical, the university must disclose the designation "To Be Determined" in lieu of providing the information requested by the statute;
- 5. If applicable, the university must include in the course schedule a notice that the textbook information is available on the university's website or course schedule;
- 6. The university should also give students information about:
 - a. available program for renting textbooks;
 - b. available university-guaranteed textbook buy-back programs;
 - c. available university-alternative content delivery programs;
 - d. other available university cost-saving programs.

The law requires the university to make the disclosure as soon as possible. While this provision places the burden on the university to disclose something outside its control, the professor's obligation is to make timely disclosure as soon as possible. The university has not been successful in court yet, it is unclear if the university tried to meet the professor's obligation at a prohibited time. The university is not practical, and the professor's obligation is to make timely disclosure as soon as possible.

Legal counsel warns that such a minute change in the number of other common reading assignments depending on the interpretation of the HEOA.

Another area of concern is that while we currently report to the bookstore, the HEOA requires that we make available on the website information about required texts and supplemental materials. The bookstore is frequently not informed of some required texts and supplemental materials for a variety of reasons. Faculty need to provide information about required texts and supplemental materials for a variety of reasons.

Given the current state of the course after start of registration without supplemental materials to arrange immediately. We are requesting the faculty to change their textbooks along with the reasons faculty have for changing.

In the coming fall 2011 semester, we need faculty to develop a policy/procedure for submitting changes after registration begins. There are many ways for faculty to make this information more available to students. We will include and ways for this problem which need to be addressed to arrive at a considered solution.

3/22/13

The
textb

This eme
AK, 995
aynew s

Memo fr
n be found at
sions are sec

ced by the Univer:
was sent to all U
.edu. UAA is an EI

Mike Drisc
ww2.ed
of the :

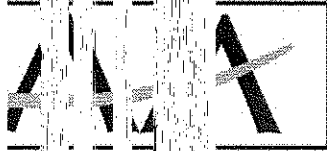
ska Anch
and staff
ployer anc

4.2011 - University of Al
policy/highered

Office of the Provos
u feel you have rece
ational institution.

/index.html. The

ance Dr., Anchorage,
in error, please contact



UNIVERSITY OF

MEMORANDUM

October 20, 2011

James D. Dirksen
AAU Faculty Reserve

UNIV

ALASKA ANCHORAGE

Office of Academic

3211 Palow

Anchorage, AK

Charles D. Scoville
Provost

Barbara J. Quinn
Interim Vice Provost for Curriculum & Assessment
Vice Chancellor for Administration
Dever, Director, UAA Campus Store

Interim Vice Provost for Curriculum & Assessment
Vice Chancellor for Administration
Dever, Director, UAA Campus Store

Textbook Requisitions

Inducted as a follow up of the new
electronic distribution system
for textbooks before the electronic
distribution system goes live.

Textbook Requisitions

Associate deans, extended registrar's office and the Anchorage help the university come in

Administrators
Campus book compliance

that—to the greatest extent possible—the unavailability of
materials required and suggested
text material information must
be on so that the information can be
submitted to the publisher in
accordance with the law.

that—to the greatest extent possible—the unavailability of
materials required and suggested
text material information must
be on so that the information can be
submitted to the publisher in
accordance with the law.

ing semester is available for
made every effort practical
able when the schedule goes
forward, it is imperative that
requisitions be sent to the
university trust in
advance of courses
notification regarding
prior to registration
at the various campus
bookstore websites
to stock, Iu

ing semester is available for
made every effort practical
able when the schedule goes
forward, it is imperative that
requisitions be sent to the
university trust in
advance of courses
notification regarding
prior to registration
at the various campus
bookstore websites
to stock, Iu

cial consequences to depart
ment. These may include
students have purchased
the schedule goes live.

cial consequences to depart
ment. These may include
students have purchased
the schedule goes live.

Textbook Requisitions

Textbook Requisitions

Textbook Requisitions

Textbook Requisitions

Over the past few months, the list of books for purchase is available on the website. Please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012. Please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012.

Textbook Title	Author	ISBN	Quantity	Unit Price	Total Price	Notes
Textbook 1	Author 1	ISBN 1	1	\$100	\$100	
Textbook 2	Author 2	ISBN 2	1	\$100	\$100	

Please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012. Please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012.

At the time of purchase, please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012. Please refer to the website for the most current information. The deadline for the purchase of books is January 15, 2012.

Textbook Title	Author	ISBN	Quantity	Unit Price	Total Price	Notes
Textbook 1	Author 1	ISBN 1	1	\$100	\$100	
Textbook 2	Author 2	ISBN 2	1	\$100	\$100	



MEMORANDUM

DATE: October
 TO: Assistant
 FROM: Group
 RE: Policy Note

A Textbook Compliance
 of Textbooks and the Higher

Bart Quimby, Chair
 Education Opportunity

B. Quimby
 (HEOA)

As you are probably a
 Education opportunity
 requirement or the
 textbook in the
 Spring 2011 semester.

Now, UAA is working to
 (HEOA) provisions into
 the offer. As advisors,
 you can share that with

into stronger compliance
 ding notifying students
 want you to be notified
 students you advise

with the Higher
 of the textbook
 with how to find
 prepared for the

The HEOA requires
 to students and
 authors, ISI and
 the location of
 the bookstore
 to the bookstore.

make textbook and supply
 ion and registration
 ed cost. At UAA we've
 This is the case even if
 red materials are only a

ntal textbook material
 information is t
 gnated each campus
 text and material
 able from specific

al information available
 incl the textbook titles,
 s' bookstore website as
 are t to be stocked by
 ourc and not available

Currently, we
 websites or
 information

information is available by
 Each campus bookstore
 with your campus books

er going directly
 provides a means
 to see how it is de

the campus bookstore
 ser hing for textbook
 e at ur location.

For example, the
 Campus Bookstore
 can find the

campus bookstore home
 p" then select "View/F
 n for any course on the

page, click on the
 ase Textbooks".
 A main campus.

big old button "UAA
 rror this page, students

Using UAC "Register/
 Drop C for. Note that
 for each campus

ation, students can select
 age to go directly to a
 courses from more than

"order books" button
 ing of texts for co
 UA campus, then

on the bottom of the
 ses y have registered
 will a separate button

We are working to
 friendly. We will
 meantime, please help

this process and make
 time and we will up
 realize that they can find

the textbook listing
 you on changes
 textbook information

me visible and user
 s th happen. In the
 on p r to registration.

Another point to
 to circumvent
 instructor from one
 will be on their
 receipts. Question
 offering the

students is that there
 ntrol of the university (i
 s, etc.). If such an event
 y'll need their receipt). I
 return from the source of
 textbook changes should

occasionally change
 vailability of a gi
 curs, then they ca
 ever, if purchased
 text. It is wise fo
 referred to the inst

to th textbook lists due
 n te a need to change
 ret books purchased
 rom another source they
 he s dents to save their
 ctor ad the department

ca fai
 UIV SKA AG

n

U of Alaska

1000 University Ave

Juneau, Alaska 99801

Phone: (907) 586-3000

Fax: (907) 586-3000

Web: www.uakalaska.edu

U of Alaska Anchorage

800 North Steese Blvd

Anchorage, Alaska 99508

Phone: (907) 786-1105

Fax: (907) 786-1105

Web: www.uakalaska.edu

U of Alaska Fairbanks

900 North Fairbanks Blvd

Fairbanks, Alaska 99775

Phone: (907) 475-2000

Fax: (907) 475-2000

Web: www.uakalaska.edu

Pr v
 r, c Administrative Services
 pu bookstore
 er r State Academic Affairs

[Handwritten signature]
 id) illins

of l memorandum distributed 10 October 2011
 the e lectronic schedule goes live. I w nt to thank
 d ca lines for posting textbook and materials
 nc h this federal requirement.
 ul t book policy. As a reminder:

or t e y Act (HEOA), textbooks must be identified
 y e e ent of the law is that— o the g eatest extent
 bl e students information (SBN, u ed cost, new
 s r supplemental textbook mater ls required
 at o This includes texts and suppl imental
 for e x stocks, but are required and/o suggested
 te t a terial information must be s omitted to
 sh o n b that the information can be osted on the
 e e co
 n act o d the institution. First, it ouths fed eral funding
 n a t e n, there may be financial cor equences to
 ed a b e the schedule is available for ewing. Late
 D i r e c t o r, and an approved reason mu t be
 r i z e d change, the department offeri g the course
 xt e a d y purchased by students fr m non-
 es g u e d texts or materials to stude ts free of

Edu
 goe
 st r
 r d i
 p r i
 p e c t
 m p l
 s i n
 f i n
 a s
 d d e
 by
 D i r e c
 i o u
 d e t

has
 d i g
 e a r
 n m

The Dean or Director may authorize a change only if:

- there has been an unavoidable reassignment of the course instructor after the course is posted in the schedule and if a text has not been identified by the deadlines above.
- the books to be discovered after the textbook and materials have been listed that these books or materials are not available or not available in sufficient quantity to meet course enrollment.
- there are other reasons that demonstrate the change is unavoidable and outside the control of the university faculty and/or staff.

The UAA Anchor Bookstore has established the following standing due dates:

Spring Semester	October 1
Summer Semester	January 15
Fall Semester	February 15

The university must be able to show that we have made every effort practicable to ensure all textbook and supply material information is available. **I fully appreciate the extra burden these deadlines place on faculty and staff, and I thank you for your efforts on behalf of our students.**

rai n

annual
cade
AA F
enee
Villia
enny
usan
lisha
extb

and Campus Director
erve
oman, Senior Vice Provost
ice Chancellor for Administrative Services
ector, UAA Campus
Provost for Undergraduate Academic Affairs
er Provost
itions Policy and Deadlines

andu
want
d ma

re under that textbooks must be adopted before
de faculty and staff who have helped meet the
e sitions, there / keep ng UAA in compliance

to th

ty and book for the full textbook policy. As a re

re wi
ectro
-the
ility c
ed for
rich
e. In
amp
ebsit

Higher Education Opportunity Act (HEOA), text
e goes live. They element of the law is that
st must make available to students information
d) regarding textbooks and supplemental textbo
o e prior to registration. This includes texts a
ne) expect the bookstore to stock, but are requir
o accomplish this, all textual information
ks) e: in a timely fashion so that the information

mply
ling s
s if te
must
the D
buy b
ces c

at a financial impact on the institution. First
t) on assistance. In addition, there may be fin
s) added or changed after the schedule is av
or) ed by the Dean/Director, and an approved r
d) e Director authorizes change, the departm
e) viously listed texts already purchased by s
p) vide the new designs ted texts or material

ectro
nes fe
his fe

r:

must be
e gre
, use
terial
plem
/or s
e sub
be po

feder
conse
or vie
must
ering
s from
dents

dule
ig

fied
tent
ew
ed
d
o
the

ing
s to
ate
rse

T may authorize a change only if:
 in an unavoidable reassignment of the course instructor after the course is
 schedule and if a text has not been identified by the deadlines above.
 If the instructor discovers a text that has not been listed that these
 materials are not available or not available in sufficient quantity to meet
 the needs of the course.
 Other reasons that demonstrate the change is unavoidable and outside the
 control of the university faculty and/or staff.

T Bookstore has established the following standing due dates:
 October 1
 January 15
 February 15

T be able to show that we have made every effort to ensure all
 te mental materials information is available. If you appreciate the extra
 bu lines placed on faculty and staff, and I thank you for your efforts on
 bu its.

The Dean or Director

- there has been a change in the
- the bookstore book or materials for the course
- there are other reasons for the change

the U/A Anchorage

- Spring Semester
- Summer Semester
- Fall Semester

the university must
 textbook and materials
 made these decisions
 half of our students