

Procedures for HEOA Compliance

2019-20

Higher Education Opportunity Act (HEOA)

Rising textbook costs have become an increasing concern for students, causing many to look for ways to alleviate costs by renting or leasing textbooks, buying less expensive digital texts, borrowing textbooks from the library or, in some cases, failing to purchase some materials altogether. The 2008 federal Higher Education Opportunity Act (HEOA) provides at least a partial solution to this financial concern by requiring textbook publishers and institutions of higher education to provide greater transparency of textbook pricing information. Specifically, this federal law requires an institution of higher education receiving federal financial assistance, to the maximum extent practicable, to post on its online course schedule verified textbook pricing and other information for both required and recommended materials for each class.

Instructional Materials Submission Procedures

Carroll University has adopted the following procedures to comply with the HEOA's requirements and to supply students with the information they need to obtain course materials at the lowest cost possible.

Instructors who are teaching courses shall register their required and recommended instructional materials on the university bookstore website by providing the title, author, edition and ISBN – information that the HEOA requires to be disclosed to students. Instructors who use open source or have no required materials must still provide information on this website to ensure compliance with the HEOA.

Required and recommended textbook and other course material information (e.g. course packs, etc.) will be registered at the following university bookstore website:

- <https://www.facultyenlight.com/>

The university bookstore will transmit the official HEOA-required information to the university registrar's office and also publish the information submitted by instructors. A corresponding link to the university bookstore website will appear on the listing for each course on the university's online course schedule. By following the link to the university bookstore website, students interested in the course will gain access to the HEOA-required information.

Instructors following this procedure will enable students to find the best price for course materials among multiple vendors, including the university bookstore. In keeping with this objective, instructors should not direct students where to source required or recommended instructional course materials.

Timeliness of Submission

The HEOA-required information will be most useful to students if they have access to it early in their own course-selection effort. For that reason, the university has established the following dates and deadlines for department coordinators and instructors to submit their instructional course material adoptions:

For the 2018-19 Academic Year:

- *Summer 2019:* *January 19-March 1, 2019*

For the 2019-20 Academic Year:

- Fall 2019: January 18-March 1, 2019
- Winter 2020: August 23-November 1, 2019
- Spring 2020: August 23-November 1, 2019
- Summer 2020: January 17-February 28, 2020

While department coordinators and instructors should strive to meet these deadlines, it is understood that it may not be possible in all cases to assign instructors such that all course sections will be in place for a given term by the dates listed above. Nevertheless, departments should submit the HEOA-required information to the university bookstore website as soon as is practicable once instructors are assigned to particular course sections and instructional course materials have been chosen.

Communication Strategy

The university registrar will send out a memo to department coordinators and instructors approximately one (1) week before each of the due dates above as a reminder to submit the required and optional instructional course material information to the university bookstore website.

To assist in the process of collecting HEOA-required information not supplied in a timely manner, the registrar's office will communicate with instructors and departments in the following manner:

1. Two (2) weeks after the above deadlines, a report of courses without course material information will be sent to instructors and department coordinators, with copies to the department chairpersons.
2. Four (4) weeks after the above deadlines, a report of courses without course material information will be sent to deans, with copies to department chairpersons, instructors and department coordinators.
3. Six (6) weeks after the above deadlines, a report of courses without course material information will be sent to the provost (or designee), with copies to deans, department chairpersons, instructors and department coordinators.