



To: Provost and Executive Vice Chancellor, Sam Gingerich
University of Alaska Anchorage

Fr: Monique Marron,
UAA Governance Office

Re: Request for a formal policy review of textbook ordering deadlines

On March 3, 2017 the Faculty Senate supported the following motion, brought forward by the Student Academic Support and Success Committee (SASS):

Background: UAA's interpretation of the Federal Law creates circumstances where books are decided upon before faculty workloads are established. The result is that students may purchase books that are not used in a course. Faculty may be required to prep and use books that they normally would not. The overall result is not an economy for students, or an effective way to promote best-practices in the classroom. It potentially violates academic freedom, and creates a disincentive for faculty to accept late workload changes to accommodate administrative issues.

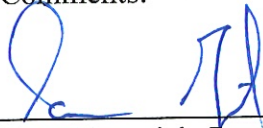
Motion: The UAA Faculty Senate request a formal policy review of the current deadlines for ordering textbooks.

If I may be of further assistance, please let me know.

Provost

Approved Disapproved

Comments:



March 15 2017

Sam Gingerich, Provost and Executive Vice Chancellor

Date

Chancellor

Approved Disapproved

Comments:



16 Mar 2017

Tom Case, Chancellor

Date

Course Text Materials

In 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 instructing the class, or department chair if an instructor is not assigned at the time, must notify the relevant university bookstore of the required texts and supplemental materials either at the time the course is added to the schedule or by the deadlines announced by the bookstore, whichever occurs latest. The university bookstore deadlines are to occur 2-4 weeks prior to the schedule being available to the students.

Once 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 only if:

- 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 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 must provide the newly designated texts or materials to students free of charge.



Office of the Provost
UNIVERSITY of ALASKA ANCHORAGE

3211 Providence Drive
Anchorage, Alaska 99508
www.uaa.alaska.edu

MEMORANDUM

DATE: 4 August 2011

TO: Deans and Directors, UAA Faculty Listserve

FROM: Michael Driscoll, Provost

CC: T. Bart Quimby, Interim Vice Provost for Curriculum & Assessment
William Spindle, Vice Chancellor for Administrative Services
Alessandra Abramczyk, Director, UAA Campus Bookstore

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

The HEOA requires the university to make course textbook information (ISBN, title, author, retail price) available to students during preregistration and registration. The Anchorage campus university bookstore has been working to make this happen by working with the university to include links on the UAonline registration website to the texts which faculty have requested them to stock. The bookstores and administrators at the extended campuses have been working on similar systems.

Unfortunately, a significant number of faculty are changing the required texts for courses after registration has begun--even as late as the first day of class--which appears to be in violation of the HEOA and puts university federal funding at risk. While faculty are free to select texts which support the course content as defined in the Course Content Guides they are obligated by law to make and report their selection for posting on the university website prior to registration.

If the University is ever found to be out of compliance with the HEOA, Federal law provides for serious financial consequences. I know that this will cause problems for some faculty, we need your cooperation to maintain compliance.

A recent student complaint regarding a professor switching texts at the start of the semester (and after they purchased the text from a source which doesn't take returns) led us to seek advice from the UA 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 internet course schedule the International Standard Book Number and the retail price information of required and recommended textbooks and supplemental materials for each course listed in the course schedule;
2. This 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 the author, title, publisher and copyright date of the required textbook or supplemental material;
 4. If disclosure of this information is not practicable, the university must use the designation "To Be Determined" in lieu of providing the information required by the statute;
 5. If applicable, the university must include in the university's written course schedule a notice that the textbook information is available on the university internet course schedule;
 6. The university should also give students information about
 - a. available programs for renting textbooks or for purchasing new textbooks;
 - b. available university "guaranteed textbook buy-back" programs;
 - c. available university "alternative content delivery" programs; or
 - d. other available university "cost-saving programs."

The law requires the university to make the disclosures "[t]o the maximum extent possible." While this provision has not been contested in court yet, it appears "that the burden is on the university to establish that the university tried to meet the deadline but something outside its control or the professor's control prohibited timely disclosure or that something happened outside the norm such that it was not practical, even with best efforts, to make timely disclosure."

Legal counsel warns that such things as changing the text after registration due to a last minute change in professor may not be a valid reason for changing the text. There are a number of other common reasons used by faculty which may not be acceptable depending on the interpretation of the HEOA.

Another area of concern is that, while we currently make available on the registration web site information about required texts reported to the bookstore, the HEOA appears to go beyond this to include all texts and supplemental materials required for each course regardless of where the students are to obtain them from. The bookstore is frequently not informed of some required texts or supplemental materials for a variety of reasons, but this information also needs to be made available to the students prior to registration.

Given the current state of the law, we need faculty to not change or add texts or supplemental materials to any course after start of registration without approval of their dean's or director's office effective immediately. We are requesting the Deans & Directors to keep a log of requests for change in textbooks along with the reasons for the change to help us to develop an understanding of the reasons faculty have for changing texts.

In the coming fall 2011 semester it is our intent to appoint a working group that will include faculty to develop a policy/procedure for submitting information about textbooks and supplemental materials, approving changes after registration begins, and to find ways for making this information more visible during registration. There are many facets to this problem which need to be explored to arrive at a well considered solution.

3/22/13

Memo from Provost Mike Driscoll 08.04.2011 - University of Alaska Anchorage

The HEOA can be found at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>. The textbook provisions are section 112 of the act.

This email was produced by the University of Alaska Anchorage, Office of the Provost, 3211 Providence Dr., Anchorage, AK, 99508. This email was sent to all UAA faculty and staff. If you feel you have received this email in error, please contact aynews@uaa.alaska.edu. UAA is an EEO/AA employer and educational institution.



UNIVERSITY OF ALASKA ANCHORAGE
Office of Academic Affairs
3211 Providence Drive
Anchorage, AK 99508-4614

MEMORANDUM

DATE: 20 October 2011

TO: Deans and Directors
UAA Faculty Listserve

FROM: Michael Driscoll, Provost

CC: T. Bart Quimby, Interim Vice Provost for Curriculum & Assessment
William Spindle, Vice Chancellor for Administrative Services
Alessandra Vanover, Director, UAA Campus Bookstore

RE: Textbook Requisitions

This memorandum is intended as a follow up of the memorandum distributed 4 August 2011 concerning the adoption of textbooks before the electronic schedule goes live in accordance with the Higher Education Opportunity Act (HEOA).

A task group consisting of associate deans, extended campus administrators, faculty members, and representatives from the Registrar's office and the Anchorage campus bookstore has been working to develop policies which will help the university come in greater compliance with the law.

A key element of the law is that—to the greatest extent practicable—the university must make available to students information (ISBN, used cost, new cost, availability of rental) regarding textbooks and supplemental textbook materials required and suggested for each course prior to registration. In order to accomplish this, all text material information must be submitted to the various campus bookstores in a timely fashion so that the information can be posted on the bookstore website. This includes texts and supplemental materials which you do not expect the bookstore to stock, but are required and/or suggested for the course.

The online schedule for Spring semester is available for viewing on 31 October. The university must be able to show that we have made every effort practicable to ensure all textbook and supplemental material information is available when the schedule goes live. Given that it takes the bookstore some time to process the requisitions, it is imperative that requisitions be sent to the bookstores by now. The Anchorage campus bookstore has recently notified departments of courses for which they have no information. The other campuses need to make sure that similar notifications are made. Please forward the remaining requisitions to your bookstores as soon as possible given that the bookstore needs time to process these late requests prior to 31 October. Note that any newly submitted requisitions for Spring must also be approved by your Dean/Director since the deadline for textbook requisitions has passed.

Note that there may be financial consequences to departments if textbooks are added or changed after the schedule is available for viewing. These may include having to purchase textbooks for students or having to buy back textbooks students have purchased from any source based on information we provided for them at the time the schedule goes live.

Over the next few months, the task group will be working with the campuses to develop a list of practicable reasons for late adoptions and changes to adoptions which are likely to hold up under the law. Until that list is completed, Deans/Directors will use their discretion to determine whether or not every means practicable was used to attempt to meet the deadline as required by law when reviewing late requests. Care should be taken to document the reasons for the decisions made.

I have approved the task group recommended deadlines for textbook requisition submittals as shown in Table 1 for the Anchorage campus and suggest that each of the extended campuses develop similar deadlines. The deadlines have been chosen to allow the bookstore time to process the requests prior to the posting of the electronic schedule.

Table 1: Anchorage Campus Textbook Requisition Deadlines

Semester	Deadline for paper submittals	Deadline for electronic submittals	Date schedule goes live
Summer 2012	1 December 2011	9 January 2012	6 February 2012
Fall 2012	10 February 2012	20 February 2012	19 March 2012

Please work directly with your Dean/Director's office and/or campus bookstore as necessary to meet these deadlines.

At the Anchorage campus, book requisitions can be done by two methods. The old method uses the paper forms which departments forward to the bookstore where the bookstore staff enters the information into their online system. The new method has the departments inputting the information directly into the online system. As the paper system takes more time to process, the Anchorage bookstore has separate deadlines for each. Submittals made after the deadlines established at each campus require Dean/Director approval before the bookstores will process the requisitions.

Training for the Anchorage bookstore online requisitions can be obtained by contacting John Smart (anjfs01@uaa.alaska.edu, 786-4759) of the Anchorage bookstore. Other questions can be directed to Bart Quimby (afbq@uaa.alaska.edu, 786-1988) of the Office of Academic Affairs.



UNIVERSITY OF ALASKA ANCHORAGE
Office of Academic Affairs
3211 Providence Drive
Anchorage, AK 99508-4614

MEMORANDUM

DATE: 27 October 2011

TO: Student Advisors

FROM: Task Group on HEOA Textbook Compliance, T. Bart Quimby, Chair

A handwritten signature in black ink, appearing to read 'T. Bart Quimby', is written over the 'FROM' line.

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

As you are probably aware by now, UAA is working to come into stronger compliance with the Higher Education Opportunity Act (HEOA) provisions regarding notifying students of the textbook requirements for the courses we offer. As advisors, we want you to be familiar with how to find textbook information so that you can share that with the students you advise as they prepare for the Spring 2012 semester.

The HEOA requires that we make textbook and supplemental textbook material information available to students during preregistration and registration. The information is to include textbook titles, authors, ISBN, and new and used cost. At UAA we've designated each campus's bookstore website as the location of this information. This is the case even if the text and materials are not to be stocked by the bookstore, since some required materials are only available from specific sources and not available to the bookstore.

Currently, access to this information is available by either going directly to the campus bookstore websites or through UAOnline. Each campus bookstore provides a means for searching for textbook information by course. Check with your campus bookstore to see how it is done at your location.

For example, at the Anchorage campus bookstore home page, click on the big gold button "UAA Campus Bookstore Online Shop" then select "View/Purchase Textbooks". From this page, students can find the textbook information for any course on the UAA main campus.

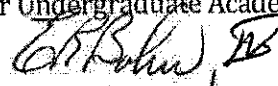
Using UAOnline during registration, students can select the "order books" button on the bottom of the "Register/Add/Drop Classes" page to go directly to a listing of texts for courses they have registered for. Note that if they are taking courses from more than one UA campus, there will be a separate button for each campus bookstore.

We are working to streamline this process and make the textbook listings more visible and user friendly. This will take some time and we will update you on changes as they happen. In the meantime, please help students realize that they can find the textbook information prior to registration.

Another point to emphasize with students is that there are occasionally changes to the textbook lists due to circumstances outside the control of the university (i.e. availability of a given text, a need to change instructor for unforeseen reasons, etc.). If such an event occurs, then they can return books purchased from one of our bookstores (they'll need their receipt). However, if purchased from another source they will be on their own to seek a return from the source of the text. It is wise for the students to save their receipts. Questions regarding textbook changes should be referred to the instructor and the department offering the course.



Memorandum

Date: August 15, 2013
To: Academic Deans and Campus Directors
UAA Faculty Listserve
Cc: Renee Carter-Chapman, Senior Vice Provost
William Spindle, Vice Chancellor for Administrative Services
Penny Kimball, Director, UAA Campus Bookstore
Susan Kalina, Vice Provost for Undergraduate Academic Affairs
From: Elisha "Bear" Baker, Provost 
RE: **Textbook Requisitions Policy and Deadlines**

This memorandum is intended as a follow up of the memorandum distributed 10 October 2011 concerning the adoption of textbooks before the electronic schedule goes live. I want to thank all faculty and staff who have helped meet the deadlines for posting textbook and materials requisitions, thereby keeping UAA in compliance with this federal requirement.

Please refer to the Faculty Handbook for the full textbook policy. As a reminder:

In accordance with the Higher Education Opportunity Act (HEOA), textbooks must be identified before the electronic schedule goes live. A key element of the law is that—to the greatest extent practicable—the university must make available to students information (ISBN, used cost, new cost, availability of rental) regarding textbooks and supplemental textbook materials required and suggested for each course prior to registration. This includes texts and supplemental materials which you do not expect the bookstore to stock, but are required and/or suggested for the course. In order to accomplish this, all text material information must be submitted to the various campus bookstores in a timely fashion so that the information can be posted on the bookstore website.

Failure to comply has potential financial impact on the institution. First, it puts federal funding at risk including student tuition assistance. In addition, there may be financial consequences to departments if textbooks are added or changed after the schedule is available for viewing. Late requisitions must be approved by the Dean/Director, and an approved reason must be recorded. If the Dean and 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 must provide the newly designated texts or materials to students free of charge.

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 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.

The UAA Anchorage 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 supplemental 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.**



Memorandum

Date: January 21, 2014
To: Academic Deans and Campus Directors
UAA Faculty Listserve
Cc: Renee Carter-Chapman, Senior Vice Provost
William Spindle, Vice Chancellor for Administrative Services
Penny Kimball, Director, UAA Campus Bookstore
Susan Kalina, Vice Provost for Undergraduate Academic Affairs
From: Elisha "Bear" Baker, Provost
RE: **Textbook Requisitions Policy and Deadlines**

This memorandum is a reminder that textbooks must be adopted before the electronic schedule goes live. I want to thank all faculty and staff who have helped meet the deadlines for posting textbook and materials requisitions, thereby keeping UAA in compliance with this federal requirement.

Please refer to the Faculty Handbook for the full textbook policy. As a reminder:

In accordance with the Higher Education Opportunity Act (HEOA), textbooks must be identified before the electronic schedule goes live. A key element of the law is that—to the greatest extent practicable—the university must make available to students information (ISBN, used cost, new cost, availability of rental) regarding textbooks and supplemental textbook materials required and suggested for each course prior to registration. This includes texts and supplemental materials which you do not expect the bookstore to stock, but are required and/or suggested for the course. In order to accomplish this, all text material information must be submitted to the various campus bookstores in a timely fashion so that the information can be posted on the bookstore website.

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The university must be able to show that we have made every effort practicable to ensure all textbook and supplemental 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.**