


# Memorandum

Date: June 23, 2015  
To: Academic Deans and Campus Directors  
UAA Faculty Listserv  
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: Sam Gingerich, Provost and Executive Vice Chancellor of Academic Affairs   
**RE: Textbook Requisitions Policy and Deadlines**

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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 to 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/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 the 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 thank you for your efforts both on behalf of the institution and our students.