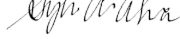


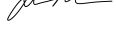
April 12, 2023

Annual Notice

MEMORANDUM

TO: CSU Presidents

FROM: Sylvia A. Alva, Ph.D. 
Executive Vice Chancellor
Academic and Student Affairs

Laura Massa, Ph.D. 
Interim Associate Vice Chancellor
Academic and Faculty Programs

SUBJECT: Compliance with the Higher Education Opportunities Act (HEOA) through disclosure of course material information

The Higher Education Opportunities Act (HEOA) is a federal law promoting the right to affordable quality education at all levels. There are several HEOA provisions that impact the California State University (CSU), including the requirement to communicate the price of course materials to students no later than the time of registration. The Chancellor's Office requests that universities communicate these provisions to their faculty and academic departments and encourage timely action as compliance with HEOA requirements is a condition for the CSU to receive student federal financial aid.

Specifically, universities are to provide students access to course material information, including associated costs, with the schedule of classes for each term. These requirements are to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale and use of course materials. As stated in the HEOA section related to textbook information: "To the maximum extent practicable, each institution of higher education receiving federal financial assistance shall disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended [course materials] for each course listed in the institution's course schedule used for preregistration and registration purposes." (HEOA, 2008)

All adopters of course materials, primarily faculty and academic departments, should submit their course material selections, including information if there will be no materials to purchase, to the appropriate CSU campus bookstore by the requested due date to allow for adequate research and confirmation of information and costs to students.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus



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In addition, California Senate Bill 1359 (2017) required the identification of “Zero Cost Course” materials in the class schedule. The campus bookstore provides the confirmed information to the responsible campus office for inclusion in the published schedule of classes.

For questions regarding HEOA compliance, please contact Dr. Leslie Kennedy, assistant vice chancellor, Academic Technology Services, at lkennedy@calstate.edu.

SAA/lm

- c: Jolene Koester, Interim Chancellor, Office of the Chancellor
- April Grommo, Assistant Vice Chancellor, Student Affairs and Enrollment Management
- Leslie Kennedy, Assistant Vice Chancellor, Academic Technology Services
- Beth Steffel, Chair, Academic Senate CSU
- CSU Provosts and Vice Presidents for Academic Affairs
- CSU Vice Presidents for Student Affairs
- CSU Vice Presidents for Administration and Finance