

**Nathan S. Evans, Ed.D.**  
**Deputy Vice Chancellor, Academic and Student Affairs**  
**Chief Academic Officer**  
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[www.calstate.edu](http://www.calstate.edu)

**ACTION REQUESTED:**  
Distribute to instructional departments

November 15, 2024

**MEMORANDUM**

TO: CSU Presidents

FROM: Nathan S. Evans, Ed.D.   
Deputy Vice Chancellor, Academic and Student Affairs  
Chief Academic Officer

SUBJECT: Supporting Student Success through Compliance with the Higher Education Opportunities Act (HEOA): Course Materials Disclosure

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 California State University (CSU) campuses, including the requirement to communicate the price of course materials to students no later than the time of registration. We ask for your support in conveying this message to faculty and academic departments and encouraging timely action as compliance with HEOA requirements is a condition for the CSU to receive student financial aid from the federal government.

Specifically, campuses are to provide students with access to course material information, including associated costs with the schedule of classes for each term, **no later than the first date of registration.**

**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. [AB 607 \(2023\)](#)**

Moreover, California legislation, [SB 1359](#), requires the identification of Zero Cost Course materials in the schedule of classes. The campus bookstore provides confirmed information to the campus office responsible for inclusion in the published schedule of classes.

**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

CSU Presidents - HEOA  
November 15, 2024  
Page 2 of 2

For questions regarding HEOA course materials' compliance, please contact Leslie Kennedy, assistant vice chancellor, Academic Technology Services, at [lkennedy@calstate.edu](mailto:lkennedy@calstate.edu). Please distribute to instructional Deans and Department Chairs on your campus.

NSE:lk

- c: Mildred García, Chancellor, Office of the Chancellor
- Dilcie D. Perez, Deputy Vice Chancellor, Academic and Student Affairs, and Chief Student Affairs Officer
- Elizabeth A. Boyd, Chair, Academic Senate of the CSU
- Leslie Kennedy, Assistant Vice Chancellor, Academic Technology Services
- April Grommo, Assistant Vice Chancellor, Strategic Enrollment Management
- CSU Provosts and Vice Presidents for Academic Affairs
- CSU Vice Presidents for Student Affairs
- CSU Vice Presidents for Administration and Finance