

Academic and Student Affairs
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

April 21, 2021

MEMORANDUM

TO: CSU Presidents

FROM: Fred E. Wood, Ph.D. 
Interim Executive Vice Chancellor, Academic and Student Affairs


Alison Wrynn, Ph.D. Alison Wrynn (Apr 21, 2021 10:46 PDT)
Associate Vice Chancellor, Academic Programs, Innovations, and Faculty Development

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 California State University campuses, including the requirement to communicate the price of course materials to students no later than the time of registration. As compliance with HEOA requirements is a condition for the CSU receiving student financial aid from the federal government, we ask your support in relaying this message to faculty and academic departments and encouraging timely action. Now more than ever, we must work to remove administrative barriers that could impede student success.

Specifically, campuses are to provide students access to course material information and costs associated with the schedule of classes for each term, no later than the first date of registration. 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.” ([USCode, 2017](#))

All adopters of course materials, primarily faculty and academic departments, should submit their course material selections to the appropriate CSU campus bookstore by the requested due date to allow for adequate research and confirmation of information and costs to students. The campus bookstore provides the confirmed information to the responsible campus office 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

HEOA Course Material Information

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If you have any questions regarding this requirement, please contact Dr. Leslie Kennedy, senior director of Academic Technology Services, at lkennedy@calstate.edu.

- c. Dr. Joseph I. Castro, Chancellor
 - Dr. Luoluo Hong, Associate Vice Chancellor, Student Affairs and Enrollment Management
 - Dr. Leslie Kennedy, Senior Director, Academic Technology Services
 - Dr. Robert Keith Collins, Chair, ASCSU
 - CSU Provosts/Vice Presidents for Academic Affairs
 - CSU Vice Presidents of Student Affairs and/or Enrollment Management
 - CSU Vice Presidents of Administration and Finance