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## MEMORANDUM

February 20, 2018

From: Vita C. Rabinowitz, Executive Vice Chancellor and University Provost   
Re: CUNY compliance of Section 133 of the HEA of 1965, as amended January 2018.

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Dear Colleagues:

As you know, the textbook provision within the 2008 reauthorization of the Higher Education Opportunity Act (HEOA)<sup>1</sup> “is 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.” Faculty, administrators, and campus bookstores are all required to participate in ensuring ways to “decrease the cost of college textbooks and supplemental materials for students.”

The purpose of this memorandum is to remind college faculty and administrators of the importance of this provision. Faculty can enter textbook data through the Faculty Portal in the new CUNY-wide virtual bookstore<sup>2</sup> or via the CUNYfirst Self Service tab if your college has not yet migrated to the new bookstore. Textbook data entry is available as soon as an instructor is assigned to a class, provided they have claimed their CUNYfirst account. Faculty can copy textbooks for multiple sections and from one term to another.

We also ask that each college develop a process to improve compliance with the HEOA so that every faculty member and/or department is entering relevant information on textbooks and course materials. In order to help us coordinate CUNY-wide compliance, please designate a HEOA campus representative who will report college compliance data to the CUNY Office of Academic Affairs (OAA).

**Non-compliance with the HEOA could put at risk \$1.6 billion in federal student assistance for CUNY students.** We recognize there are many challenges to providing the textbook information in a timely and accurate manner. Nevertheless, continuously improving the percentage of courses with textbook information is imperative.

HEOA specifies that the University display in its schedule of classes each semester the textbook title, price, and ISBN identifier as well as that of supplemental course materials prior to enrollment for that semester. This means that, in each academic year, course

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<sup>1</sup> <http://www2.ed.gov/policy/highered/leg/hea08/index.html>

<sup>2</sup> <https://www.textbookx.com/>

materials and textbook information must be available to students no later than these dates for each term:

	<b>Summer Semester</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>Class textbook and materials details due to the academic department for updates to the CUNYfirst Schedule of Classes</b>	January 31	February 14	September 12
<b>New term available on the CUNYfirst Schedule of Classes for student viewing in advance of registration</b>	February 3	February 17	September 15
<b>Registration opens</b>	On or after February 22	On or after March 8	On or after October 8

The College may continue to accept course materials and textbook data as new information is available through the first day of classes each term.

Two weeks prior to the first day of classes, the OAA will request and review campus compliance to this regulation and report to the Provost and VP of Administration its findings. Colleges with less than 95% compliance will be required to provide a written statement to the Office of Academic Affairs explaining why compliance was not achieved, and what will be done differently next semester to achieve compliance.

The OAA and the University Registrar require improved textbook information for future enrollment cycles beginning with the Spring 2018 semester.

If you have any questions, please contact the University Registrar: [vivek.upadhyay@cuny.edu](mailto:vivek.upadhyay@cuny.edu)

Thank you for your attention to this very important matter.