TO: Faculty
FROM: Joseph H. Rankin, Interim Associate Provost & Associate Vice President for Undergraduate Affairs
SUBJECT: Wayne State University Procedures for HEOA Compliance
DATE: February 19, 2013

Rising textbook costs have become an increasing concern for students, forcing many to look for ways to alleviate costs by renting or leasing textbooks, buying less expensive digital texts, borrowing textbooks from the library or skimping on the purchase of some textbooks. The 2008 federal Higher Education Opportunity Act (HEOA) provides at least a partial solution to this financial concern by requiring textbook publishers and institutions of higher education to provide greater transparency of textbook pricing information. Specifically, this federal law requires an institution of higher education receiving federal financial assistance, to the maximum extent practicable, to post on its online course schedule verified textbook pricing and other information for both required and recommended materials for each class.

WSU Instructional Materials Submission Procedure

WSU has adopted the following procedures to comply with HEOA’s requirements and to supply students with the information they need to obtain course materials at the lowest cost possible.

All faculty and other instructors who are teaching courses shall register their required and recommended instructional materials on the university bookstore website by providing the title, author, edition, ISBN and price information that HEOA requires to be disclosed to students. Instructors who use no required or recommended textbooks or other materials in a course must still provide information on this website to indicate that no course materials are being used.
Required and optional textbook and other course material information (e.g., course packs) will be registered at the following university bookstore link: http://wayne.bncollege.com. “Click” on the faculty tab at the top of the web page and enter course material information. In the case of cross-listed courses, course material information must be provided for each subject area code (SAC) and course number.

The university bookstore website will retain the HEOA-required information submitted by faculty. A corresponding link to the university bookstore website will appear on the listing for each course on the university’s online course schedule. By following the link to the university bookstore website, students interested in the course will gain access to the information.

Instructors following this procedure will enable students to find the best price for course materials among multiple vendors. In keeping with this objective, faculty should not tell students where they must purchase or rent required or recommended instructional course materials.

**Timeliness of Submission**

The HEOA-required information will be most useful to students if they have access to it early in their own course-selection effort. For that reason, the University has established due dates for instructors to submit book registrations. They are as follows:

- **Fall Semester:** on or before June 1st
- **Winter Semester:** on or before November 1st
- **Spring/Sum Semester:** on or before February 1st

Departments should strive to meet these deadlines. However, it is understood that it may not be possible in all cases to assign instructors such that all course sections will be in place for a given term by the deadlines listed here. Nevertheless, departments should post the information to the university bookstore website in a timely fashion once instructors are assigned to particular course sections and course materials have been chosen.

**Communication Strategy**

The University will send out a memo to instructors approximately a week before each of the three submission deadlines as a reminder to post required and optional course material information to the university bookstore web site.

To assist in the process of collecting course information not supplied in a timely manner, the university bookstore will follow the ensuing communication strategy:

- **(a)** Two (2) weeks after the book registration due date, a “courses without book registrations” report is sent to instructors with the department coordinators and chairpersons copied, informing them which book registrations are missing.
(b) Four (4) weeks after book registrations are due, a “courses without book registrations” report is sent to the deans, with department chairs, instructors, and department coordinators copied, informing them which book registrations are still missing.

(c) Six weeks after the book registration due date, a “courses without book registrations” report is sent to the provost’s office designee, with deans, department chairs, instructors and department coordinators copied, informing them which book registrations are still missing.