

Academic and Student Affairs  
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[www.calstate.edu](http://www.calstate.edu)

October 16, 2020

**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Loren J. Blanchard, Ph.D.   
Executive Vice Chancellor, Academic and Student Affairs

Alison M. Wrynn, Ph.D.   
[Alison Wrynn \(Oct 16, 2020 08:09 PDT\)](#)  
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 the California State University, 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 departments and encouraging timely action. Now, more than ever, we must work to reduce any administrative barrier 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 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

**CSU Campuses**  
Bakersfield  
Channel Islands  
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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

(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 departments, should submit their course material selections to the appropriate CSU campus store within 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 office responsible for the campus schedule of classes for inclusion in the published schedule of classes.

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

- c: Dr. Timothy P. White, 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