

# Implementation of HSU's policy on timely ordering of textbooks (#16-06/07-FA)

## 1. Deadlines

Due date for Spring semester textbook orders: **October 25**

Due date for Fall semester textbook orders: **March 10**

### **Rationale for deadline adjustments:**

The main factor in determining the dates by which textbook orders must be submitted to the bookstore is a new regulation included in the Higher Education Opportunity Act. This regulation, the Textbook Information Provision, went into effect this past summer (see <http://als.csuprojects.org/heoa> for information posted by the CSU, including a link to the Textbook Information Provision itself).

As the CSU site notes, "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 college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.'"

It takes three weeks for the bookstore to input this information, even when extra help is hired; some of this time is also required to check back with faculty to resolve questions and clarify orders (e.g., if a new edition is available but the faculty member ordered the previous edition, the bookstore needs to check back to find out which is intended). The recommended dates would allow HSU to make the textbook information available on the schedule by the time registration begins.

Besides aligning with the new federal requirement, this timing also allows the bookstore to obtain used books when available, in order to reduce textbook costs for students, and it provides sufficient time to prepare textbooks in alternative formats once the students who need them have prepared their schedules, registered for classes, and purchased the required textbooks.

## 2. Exceptions

The bookstore will accept orders and changes only from a college dean (or designee) once the deadline has passed. When considering the authorization of textbook changes, the dean/designee will contact the SDRC to see if alternate-format text materials have already been prepared for the original order, and, in all cases, will inform the SDRC of late orders when forwarding them to the bookstore.

The criteria for granting such exceptions will be determined by the deans/designees for the first year, after which the possible need for criteria that are consistent across the colleges will be discussed.

Also, after the deadline has passed, the bookstore will provide the dean/designee with a list of departments with courses for which textbook orders have not been submitted. The college will then work with the departments to get the orders completed.

### **Rationale for recommendation on exceptions**

With regard to the issue of late hires as a factor in setting the deadline, granting exceptions, or allowing text changes after the deadline, the working group finds that the policy approved by the Academic Senate is quite clear: the department chair is responsible for submitting to the bookstore the text requirements by the established deadline for any late-hire faculty, as well as for any other courses without text requirements submitted by the deadline.

It is also clear that bookstore personnel are not in a position to evaluate or grant late requests or requests for textbook changes after the deadline. Accordingly, such a request should be submitted to the office of the faculty member's college, where the dean or designee will evaluate the requests and convey them to the bookstore as appropriate.