

To: Associate Deans for Academic Programs
From: Ann Marie VanDerZanden, Associate Provost for Academic Programs
Re: University Compliance with the Textbook Requirement of HEOA
Date: September 25, 2023

Please review this important information regarding the University's requirements for the course material adoption process, which includes:

- HEOA compliance and deadlines with the Iowa State University Book Store
- Course material affordability initiatives
- Student financial aid for textbooks and course materials
- Content provider contracts to protect students & Iowa State University
- ISU Digital Accessibility Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires titles, ISBNs, and retail pricing of all required and recommended course materials be published for students' review prior to course registration. **Course materials include the following: textbooks, courseware, eBooks, coursepackets, subscriptions, open educational resources (OER), Immediate Access digital course materials, and supplies (design, lab, PPE, technology, etc.).** To comply with this requirement, the Office of the Registrar, Information Technology, and the Iowa State University Book Store have developed systems to provide this information to students via the Schedule of Classes, AccessPlus, and www.isubookstore.com.

Faculty need to submit the course material requirements and recommendations, as defined above, to their designated Department Coordinator **by October 13, 2023 or ASAP upon teaching assignment**. Please also include any courses in which there will be no textbook requirements or where an OER will be utilized.

The timely selection of course materials by faculty members is critical for the university to comply with this important legislation. We recognize that there are a few situations where it may not be possible to have textbook information available by these dates due to instructor assignment and/or new course development. For these situations, the legislation requires listing textbook information as "To Be Determined" until the information is available. The Iowa State University Book Store will continue to update the system with new information for courses after the initial deadline, to provide students with the most accurate and up-to-date information as possible.

Digital First Initiative & Course Material Affordability

Iowa State University is committed to accessibility and affordability for all students. For this reason, the Iowa State University Book Store, with support from the Provost Office, Student Leadership, and the Center for Excellence in Learning and Teaching (CELT), has implemented a Digital First Textbook Model. This means all course materials with an appropriate digital match will be converted to [Immediate Access](#) and delivered

digitally through Canvas, which directly contributes to the University Strategic Plan initiative of affordable course materials. Faculty may request print format in lieu of digital at the time of adoption.

The Iowa State University Book Store is responsible for maintaining HEOA compliance and publication of the student book list through the course material adoption process. Please review the Iowa State course material affordability initiatives: [Immediate Access](#), [open educational resources \(OER\)](#), and [library course reserves](#) (print and digital options).

For additional information or questions regarding course materials, please contact Heather Dean, Assistant Director, Iowa State University Book Store, hdean@iastate.edu or 515-294-0237.

Student Financial Aid

Students with scholarships, financial aid, and budgeting needs will need to have their course materials available at the bookstore on-campus in order to purchase using their University Bill (U-Bill). It is imperative that all course material adoptions be submitted to the Iowa State University Book Store to provide these important student services. Selling or facilitating course material transactions in the classroom is not allowed.

Contracts

Contracts and LTIs with content providers, publishing companies, or other third-party vendors will need to be established with Procurement Services to ensure the protection of student information and Iowa State University. Upon determining your traditional or non-traditional course material requirements, please contact the Iowa State University Book Store to initiate the contract and procurement process.

Digital Course Material Accessibility

Digital accessibility considers students who have disabilities and are accessing course materials in face-to-face classes and/or online classes through Canvas or other online sources. Those who have disabilities often encounter barriers while using digital course materials. Following the ISU [Digital Accessibility Policy](#) and the initiative to offer affordable course materials and alleviate barriers, the Accessible Digital Course Material Task Force (with members from the ISU Book Store, Office of Equal Opportunity, Student Accessibility Services, Procurement Services, and ITS) is auditing options for course material providers with a focus on digital accessibility. These efforts are aimed to increase availability and access for all students and decrease the time needed by instructors to source accessible materials. For additional information or questions, please contact CELT, celt@iastate.edu or 515-294-5357.