

Office of the Provost 66 West 12th Street New York, NY 10011

September 9, 2010

Dear Deans and Faculty:

As you may know, the Higher Education Opportunity Act (HEOA) was signed by President Bush in 2008 to reauthorize the Higher Education Act (HEA), which governs federal student aid and grants to institutions of higher education. The HEOA includes what is known as the Textbook Provision. The text for the Provision is:

- (e) AVAILABILITY OF INFORMATION FOR COLLEGE BOOKSTORES.— An institution of higher education receiving Federal financial assistance shall make available to a college bookstore that is operated by, or in a contractual relationship or otherwise affiliated with, the institution, as soon as is practicable upon the request of such college bookstore, the most accurate information available regarding—
- (1) the institution's course schedule for the subsequent academic period; and
- (2) for each course or class offered by the institution for the subsequent academic period—
 - (A) the information required by subsection (d)(1) for each college **textbook** or supplemental material required or recommended for such course or class;
 - (B) the number of students enrolled in such course or class; and
 - (C) the maximum student enrollment for such course or class.

Barnes & Noble has agreed to be the compliance monitor for this requirement. The Provost's Office, in coordination with Information Technology and the University Registrar, is working with point people in each division to ensure accurate information is shared with Barnes & Noble. Your divisional contacts (listed on the attached FAQ) may have already communicated the requirements to you. In order to comply with the spirit and the letter of this law we are asking:

- 1. If you teach in a division/program where there is a central office that collects all of the book orders from faculty, please comply with that division/program's timeline to submit your required and recommended books and materials to be used for Fall 2010 to them in order that they can submit them to Barnes & Noble.
- 2. If you teach in a division/program where individual faculty order their own books, please submit your required and recommend books and materials to be used in Fall 2010 as soon as possible. Even as the term begins, this information will be useful to students.
- 3. Please contact Barnes & Noble with any textbook questions and concerns. Information about how to submit your book orders, as well as Barnes & Noble contact information is in the attached Frequently Asked Questions (FAQs).

New School students will be able to access the list of books needed for your course through Class Finder. Courses identified with textbook requirements will display a link to the Barnes and Noble website where students can see the list of required and recommended textbooks. Students can review this information, but will not have to register into the Barnes & Noble site, nor will they be required to purchase the books from Barnes & Noble. If you normally use an outside vendor or website to order your books, you may continue to do so however Barnes & Noble will be the repository of information for all books and will adhere to the HEOA timelines for posting the required information on their site.

Attached is an FAQ document that you may find useful as we ensure compliance across the university. Thank you in advance for your cooperation and assistance.

Tim Marshall

Provost

Higher Education Opportunity Act (HEOA) – Textbook Provision Frequently Asked Questions

1. What is the Higher Education Opportunity Act (HEOA)?

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA) signed by President Bush, includes many disclosure and reporting requirements. A disclosure requirement is information that a postsecondary education institution is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

HEOA is based on the principle of promoting access to information that will allow consumers to make informed decisions about postsecondary education. These consumers include students, parents, counselors, researchers, and legislators, all of whom will benefit from more accessible, comparable information.

2. What is the Textbook Provision of the HEOA?

(This is a summary of the Provision – details can be found below, under #15.) As of July 1, 2010, the university is required to inform its students, at the time of registration, of the cost of books and text-based materials the students will need to purchase if they register for a class.

3. How is The New School implementing this requirement?

The university is partnering with Barnes & Noble, using their website as the repository of this information. Depending on historical practices, faculty or Dean's/Director's Offices will submit course booklists to Barnes & Noble, and students will be able to access this information at the time of registration. Students will not have to register into the Barnes & Noble website to view these booklists, nor are they required to purchase their books from Barnes & Noble.

4. When should faculty submit their booklist?

In this implementation year for compliance with this Provision faculty are encouraged to continue to submit required textbooks for the fall 2010 term as soon as possible. For each subsequent term, book lists will need to be submitted with sufficient time prior to registration periods. Generally, spring term registration occurs in November, and summer and fall terms' registration occurs in April.

5. What do faculty have to do to make sure this information is available to students?

Faculty members should work directly with Barnes & Noble or through their home division to submit their booklists.

6. Does the contract between the university and ACT-UAW affect the implementation of these guidelines?

Part-time Faculty are required to abide by university policies, and compliance with HEOA requirements is a university policy.

7. Can schools continue using bookstores to which they have always submitted course booklists?

Divisions can continue to use whatever bookstore/vendor they have used in the past, and will also need to submit the course book information to Barnes & Noble.

8. How should faculty who use course packets instead of books indicate that information in light of HEOA requirements?

The logistics of this aspect of the implementation is currently being reviewed. This FAQ will be updated when a determination has been made.

9. If due to a particular course's pedagogy the texts are not known prior to the beginning of the term; i.e. the course follows topical subjects and/or the student's specific trajectory, what should schools inform students of in these situations?

The logistics of this aspect of the implementation is currently being reviewed. This FAQ will be updated when a determination has been made.

10. Does information about art supplies also need to be listed?

HEOA does not include art supplies, although regulations may clarify this aspect of the Act differently in the future.

11. How will students know this information is available?

In the Class Finder, courses identified with textbook requirements will display a link to the Barnes and Noble website where students can see the list of required and recommended textbooks. Students can also review a version of this FAQ at the following link: http://www.newschool.edu/studentservices/financialaid/subpage.aspx?id=53667

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12. What are the methods by which faculty can submit their book orders?

Faculty can submit their book orders in five different ways:

- Online: on the Barnes & Noble website at: http://newschool.bncollege.com
 Then click "Faculty" in the menu at the top of the screen.
- <u>Phone:</u> They can call the Barnes & Noble store and speak with Angela Autuoro or Francine Sigismondi. Their phone number is: 212-675-5500. Angela's ext: 222 and Francince's ext: 221
- Fax: They can fax Angela and Francine: 212-633-2522
- Email: They can email Angela and Francine: sm200@bncollege.com
- In-person visit: They can go into the store at 105 Fifth Avenue (at 18th Street) and meet with Angela or Francine.

13. Who should faculty contact if they have questions about the submission process?

Faculty can contact either Angela Auruoro or Francine Sigismondi at Barnes & Noble on 18th Street and Fifth Avenue. (Contact information for both is listed in the answer to #12.)

14. Who should faculty contact should they have questions about the university's implementation of the HEOA – Textbook Provision?

Division	Point Person	Point Person's Title	Email / Telephone
Eugene Lang College	Riva Kadar	Assistant Dean for Academic Affairs	KadarR@newschool.edu
			212-229-5100 x2236
Jazz	Kyle Wilson	Assistant Director of Academic	WilsonK@newschool.edu
		Affairs	212-229-5896 x4590
Mannes	Audrey Axinn	Assistant Dean	AxinnA@newschool.edu
			212-580-0210 x4836
Milano	Suzanne Bostwick	Program Manager for Management	BostwicS@newschool.edu
		Programs	212-229-5400 x1601
Milano	Lauretha	Director of Student Progress and	SlaughtL@newschool.edu
	Slaughter	Program Manager for Policy	212-229-5400 x1107
		Programs	
New School for Drama	Robert McAlpin	Director of Budget &	McAlpinR@newschool.edu
		Administration	212-229-5859 x2623
New School for Public Engagement	Emily Martin	Director of Faculty Affairs	MartinE@newschool.edu
			212-229-5615 x3042
New School for Social Research	Ellen Freeberg	Assistant Dean of Academic Affairs	FreeberE@newschool.edu
		& Curriculum	212-229-5712 x3002
New School for Social Research	David McNamara	Director of Faculty Affair and	McNamarD@newschool.edu
		Communications	212-229-5700 x3019
Parsons	Meredith Mullane	Senior Director of Part-time Faculty	Mullanme@newschool.edu
		Affairs	212-229-8951 x2889
University-wide Undergraduate Programs	R. Charlie	Program Manager	MielczaR@newschool.edu
(Environmental, Global, Urban)	Mielczarek		212-229-5615 x2784
Provost's Office	Adrienne Marcus	Director of University Curriculum &	MarcusA@newschool.edu
		Learning	212-22908947 x2281

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15. What are the details of the Textbook Provision of the Higher Education Opportunity Act?

The Textbook Provision (HEOA section 112, HEA section 133) within the larger HEOA can be read at the following site:

http://ifap.ed.gov/dpcletters/attachments/GEN0812FP0810AttachHEOADCL.pdf

Relevant text for the university's compliance with this regulation by July 1, 2010 reads as follows:

The HEOA supports the academic freedom of faculty to select high quality course materials for their students while imposing several new provisions to ensure that students have timely access to affordable course materials at postsecondary institutions receiving Federal financial assistance. These provisions support that effort and include the following:

- When textbook publishers provide information on a college textbook or supplemental material to faculty in charge of selecting course materials at postsecondary institutions that information must be in writing (including electronic communication) and must include
 - o the price of the textbook;
 - the copyright dates of the three previous editions (if any);
 - a description of substantial content revisions;
 - o whether the textbook is available in other formats and if so, the price to the institution and to the general public;
 - o the separate prices of textbooks unbundled from supplemental material; and
 - o the same information for custom textbooks, to the maximum extent possible.
- To the maximum extent practicable, an institution must include on its Internet course schedule for required and recommended textbooks and supplemental material
 - o the International Standard Book Number (ISBN) and retail price;
 - o if the ISBN is not available, the author, title, publisher, and copyright date; or
 - o if such disclosure is not practicable, the designation "To Be Determined."
- If applicable, the institution must include on its written course schedule a reference to the textbook information available on its Internet schedule and the Internet address for that schedule.
- A postsecondary institution must provide the following information to its college bookstores upon request by such college bookstore:
 - o the institution's course schedule for the subsequent academic period; and
 - o for each course or class offered, the information it must include on its Internet course schedule for required and recommended textbooks and supplemental material, the number of students enrolled, and the maximum student enrollment.
- Institutions disclosing the information they must include on their Internet course schedules for required and recommended textbooks and supplemental material are encouraged to provide information on
 - renting textbooks;
 - purchasing used textbooks;
 - o textbook buy-back programs; and
 - o alternative content delivery programs.