

**MEMORANDUM**

To: CUNY Faculty

From: Alexandra W. Logue *AWL*  
Executive Vice Chancellor and University Provost

Frederick P. Schaffer *FPS*  
General Counsel and Senior Vice Chancellor for Legal Affairs

Date: June 2, 2011

Re: Compliance with Textbook Requirements of HEOA

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As you know, The Higher Education Opportunity Act (HEOA) requires colleges and universities that receive Title IV financial aid funds—CUNY included—to enhance transparency and disclosure regarding textbooks and other course materials. These requirements are intended to ensure that students have access to affordable course materials by, in part, providing the retail price and international standard book number (ISBN) of all course materials at the time students register for classes. This memorandum updates our initial memorandum of March 18, 2011, and provides important new information on what colleges need to do to comply with the textbook requirements of the Higher Education Opportunity Act.

**Compliance across the campuses**

Brooklyn College developed an application, now called BookList, that enables its faculty to provide information to students on the retail price and international book numbers of all assigned books. It is currently using this application and the CUNY Information System office has modified it for use by other CUNY colleges. All CUNY colleges will use the BookList application with the following exceptions:

- Hunter College and the CUNY School of Law have their own, non-BookList systems in place, which they will continue to use.
- The Graduate Center and the Graduate School of Journalism are employing an application within the Banner system pending their integration into CUNYFirst, when they will begin using the appropriate CUNYFirst application.
- Queens College and Queensborough Community College, which are currently on CUNYFirst, will use the appropriate CUNYFirst application. *As other colleges convert to CUNYFirst, they will similarly convert to the CUNYFirst application.*

Each college's Chief Academic Officer has appointed a primary campus contact for the HEOA initiative (please see list attached). The primary contacts are currently testing the systems and developing local implementation plans.

### **Anticipated timetable**

We expect to activate BookList toward the end of August 2011. This will allow colleges to meet the October 2011 deadline for entering winter and spring 2012 course materials as referenced in our earlier memorandum. **Please note that faculty should continue to provide their campus bookstores with their titles so that the bookstores can order them well in advance of the fall 2011 semester.** After BookList is in place, it will be possible to export information entered there directly to the bookstores, but that is not yet feasible.

### **Additional information**

Further updates and information will be provided at the following website:  
<http://www.cuny.edu/about/administration/offices/OLS/about-heoa.html>. You are also invited to join the Academic Commons Group that is focused on the HEOA course materials requirements:  
<http://commons.gc.cuny.edu/groups/higher-education-opportunity-act-textbooks/home/>.

Thank you very much for your attention and compliance.

cc: COPS  
Academic Council  
IT Steering Committee  
HEOA campus contacts

## BookList and CUNYFirst HEOA Campus Contacts (June 2011)

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