

## 1. PURPOSE

In complying with the Higher Education Opportunity Act – 2008, the American University of Paris must “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.” This policy defines some of the platforms, timelines, and processes by which the American University of Paris will ensure compliance with the HEOA-2008.

## 2. WHO IS AFFECTED BY THIS POLICY

Department chairs, program coordinators, program directors, faculty, Academic Affairs, the University Bookstore, and students.

## 3. LEGAL CONTEXT OR REGULATORY BODY

The following is an extract from the Higher Education Opportunities Act -2008

*(d) PROVISION OF ISBN COLLEGE TEXTBOOK INFORMATION IN COURSE SCHEDULES. —To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall—*

- *“(1) disclose, **on the institution’s Internet course schedule** and in a manner of the institution’s choosing, the **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, except that—*
  - *“(A) if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material; and*
  - *“(B) if the institution determines that the disclosure of the information described in this subsection is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation ‘To Be Determined’ in lieu of the information required under this subsection; and*
- *“(2) if applicable, include on the institution’s written course schedule a notice that textbook information is available on the institution’s Internet course schedule, and the Internet address for such schedule.*

*(h) RULE OF CONSTRUCTION. —Nothing in this section shall be construed to supersede the institutional autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials*

#### 4. POLICY STATEMENT

In complying with the HEOA-2008, AUP must communicate all course-related non-tuition costs before the start of the registration period for any given semester. In particular, all faculty teaching in a given semester must communicate:

- the ISBN # and retail price of required and recommended textbooks;
- the expected cost of all other supplementary materials related to their courses.

Faculty must communicate this information via the Faculty Portal (<https://faculty.aup.edu>) by the end of March for the following Fall and Summer semesters and by the end of June for the following Spring semester.

#### 5. RESPONSIBILITIES

Faculty are responsible for communicating all non-tuition costs related to their courses via the Faculty Portal (<https://faculty.aup.edu>) by the relevant deadline.

The AUP Bookstore is responsible for sending a request for all course-related non-tuition costs to all faculty with instructions on how to upload the relevant information.

#### 6. DEFINITIONS

“Required and recommended textbooks” are those defined as such in the course syllabus.

“Supplementary materials” include:

- course fees,
- museum visits, theatrical events, and any online material not already included in the course fees.

“Supplementary materials” do not include texts listed under “further reading” in the course syllabus,

#### 7. APPROVALS & HISTORY

- Approved by the Leadership Team on 1 October 2023
- To be reviewed on 1 October 2024

#### 8. DATE OF IMPLEMENTATION

Policy fully active by January 2024

#### 9. ISSUING OFFICE AND CONTACT

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