**PROPOSED REVISED POLICY ON COURSE MATERIALS INFORMATION SUBMISSIONS**

February 14, 2019

**PART 1: PROPOSAL**

**TEXT OF CURRENT POLICY**

In order to maintain a single central source of complete information directly accessible by CU-Boulder students, all CU-Boulder faculty shall inform the University of Colorado Bookstore of all required textbooks (graduate and undergraduate) for their courses. Faculty are expected to provide this information to the University of Colorado Bookstore with customary timeliness with respect to established deadlines. It is also strongly recommended that faculty notify the CU Bookstore of all recommended undergraduate course texts as well. Faculty may inform any other textbook sources of their course readings, but they may not require students to purchase books from any particular vendor.

**TEXT OF PROPOSED REVISED POLICY AND PROCEDURES**

*Purpose*

This policy requires that faculty and departments submit information regarding course materials to the campus bookstore in a timely fashion. Submitting this information as early as possible and before registration is important because:

1. It facilitates timely access and accommodations for students with disabilities.
2. It can lower course materials costs for students in the form of rentals, used books and purchasing options during the bottom of market cycles.
3. It helps fulfill the legal requirement to maintain, to the maximum extent practicable, a single, central and complete source of textbook information directly accessible by the students.
4. It enables students to determine the costs associated with their courses and make informed choices.

*Policy*

The University of Colorado Boulder requires all faculty to inform the campus bookstore of their course materials requirements before the first day of registration, except where impracticable or inconsistent with academic freedom. While CU Boulder has designated the campus bookstore as the unit to maintain the course materials database for the campus, students are not required to purchase course materials at the campus bookstore. Faculty may also provide course materials information to other retailers and may inform students about other options for purchasing course materials.

*Procedures*

The responsibility for submitting course materials information rests with the instructor of record for each course. However, each department is responsible for ensuring that information has been submitted for all its course offerings. The department chair or designee should determine course materials for both assigned and unassigned courses where no information has been submitted, when those course material decisions will not materially affect academic freedom. If no course materials are required or if required materials are not ones the campus bookstore can supply, information to that effect must be submitted to the bookstore.

**PART 2: RATIONALE AND PROCESS**

**WHY A REVISED POLICY?**

Ideally, course materials information (textbooks, etc.) should be submitted to the campus bookstore by the first day of registration. Delays and non-submissions are causing significant problems for our students and for CU Boulder’s fulfilling our ethical and legal obligations to our students.

*Students with disabilities*

* Students with disabilities need as much time as possible to work with Disability Services to obtain course materials in accessible form. When course materials information is submitted late, students with disabilities often start the term without access to required materials.
* Federal law (especially the Americans with Disabilities Act and Section 504 of the Civil Rights Act of Rehabilitation), as enforced by the U.S. Department of Justice and Department of Education, requires postsecondary institutions that receive federal funding to make course materials accessible to qualified students with disabilities.
* To meet the needs of students with disabilities, CU Boulder’s own [Accessibility of Information and Communication Technology (ICT) Policy](https://www.colorado.edu/accessibility/policy-and-standards) (2015) and associated [campus standards](https://www.colorado.edu/accessibility/sites/default/files/attached-files/ictstandards2016final_0.pdf) (2016) launched an effort to make course materials information available at the time of registration.

*All students*

* Many students and their families need to watch costs very carefully. Knowing in advance what they can expect in terms of course materials costs can help students make informed decisions about course selection and materials purchasing.
* The book market has become something like a commodities market, with wild swings in prices. When the campus bookstore gets information early, it has many more options for buying materials at low points in the cycle, making it possible to offer students lower prices for new books, used books and rentals.
* Federal law, as enforced by the U.S. Department of Education, requires postsecondary institutions to make [certain consumer information, including textbook information, available to the public](https://ifap.ed.gov/fsahandbook/attachments/1718FSAHbkVol2Ch6.pdf), including students: “To the maximum extent practicable, a school must post verified textbook pricing information for both required and recommended materials for all classes.”

**HOW DOES THE PROPOSED REVISED POLICY DIFFER FROM THE CURRENT POLICY?**

The proposed revised policy:

* Specifies the department’s responsibility in submitting course materials information in a timely fashion if the assigned instructor does not do so, or if there are unassigned courses.
* Emphasizes that the policy’s provisions apply only when practicable and when they do not materially affect academic freedom.
* Describes what information should be submitted if there are no required course materials or if the course materials are ones that the campus bookstore cannot supply.
* Explains why timely submission of course materials information is important.
* Describes “course materials” rather than using the out-of-date term “textbooks.”
* Differentiates policy from procedures.

**WHO DEVELOPED THE PROPOSED REVISED POLICY?**

The proposed revised policy was developed in fall 2018 by an ad hoc committee consisting of:

* Christopher Gotski, Director, CU Bookstore
* Jason Katzman, Assistant Director for Academic Services, CU Bookstore
* Pramila Patel, ICT Accessibility Program Manager, Office of Information Technology
* Blake Reid, Assistant Clinical Professor, School of Law and Interdisciplinary Telecommunications Program

The committee consulted with Mary Kraus, Vice Provost for Undergraduate Education, and Katherine Eggert, Senior Vice Provost for Academic Planning and Assessment.

**WHO HAS REVIEWED THE PROPOSED REVISED POLICY SO FAR?**

Due to the policy’s entailing specific legal compliance considerations, the ad hoc committee proactively involved the Office of University Counsel. Michelle Krech, Associate Counsel, provided legal review and advice.

The proposal was submitted for review in December 2019 by the relevant committee of the Boulder Faculty Assembly. No feedback received.