

Effective: 08/23/2023

Policy 217: Textbook Policy

Related Policies and Procedures:

Adopted: 08/23/2023

I. Introduction

The Textbook Policy outlines the College framework for ensuring compliance with the Higher Education Opportunity Act (HEOA) 2008 provision on textbooks and course materials, which requires that textbook information and price be disclosed to students in a timely manner.

II. Responsible Party

Office of Academic Affairs

III. Purpose

This policy provides guidelines for the providing of textbooks ensuring compliance with HEOA 2008.

IV. Definitions

N/A

V. Policy

Central Penn College is committed to providing an affordable education to its students and to transparency in the disclosure of educational costs. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, Title I, Sec. 112 of Public Law 110-315-August 14, 2008 122 STAT. 3107) the College provides in an accessible manner, to the maximum extent possible, information to students about the recommended and required textbooks and materials for each course, including their retail prices, at the time of preregistration or registration. The College provides and maintains a student portal through which registration occurs and instructions to students about how to access textbook information by course.

The College ensures that faculty are aware of textbook deadlines and of the process by which to submit textbook and material information to a designated textbook coordinator. Faculty are encouraged to review the options available for course textbooks and materials on a periodic basis, or at the time a new course is offered, and to limit the costs for students enrolled as is practicable, without compromising quality of the educational experience.

The College provides information to the bookstore in a timely manner and supports a process allowing eligible students to use financial aid to purchase directly from the bookstore.

Compliance with deadlines and effectiveness of processes is monitored, reported, and assessed on an annual basis.

Responsibility for implementation of the policy is assigned to the division of Academic Affairs.