

## De Anza College

### Process for Identifying Low-Cost Course Materials in the Online Course Schedule

In addition to the legally mandated designation of zero-textbook cost courses, De Anza College has the capacity to identify, in the online schedule, courses that require low-cost course textbooks and materials. “Low-cost” is defined as texts and course materials that have a total maximum new purchase price of \$40 or less.

These course materials may include but are not limited to “open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials [and...] must comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 94-553).” School supplies such as calculators, notebook binders, blue exam books, and the like are not considered in determining eligibility for the designation.

#### Process

1. Faculty whose courses are eligible should fill out the attached form and return to the OER coordinator’s (Lydia Hearn’s) faculty mailbox in the Administration Building or email to [hearnlydia@deanza.edu](mailto:hearnlydia@deanza.edu) by the Bookstore textbook due date. After this date, course materials that have a cost to the students that exceed the \$40 total value may not be added to the course’s required materials.
2. The OER coordinator will mark (through the Banner system) the eligible courses at least one week prior to the beginning of registration for that quarter.
3. In the Banner system, all eligible courses will have a low-cost course materials designation next to the course.
4. If the course needs to change instructors after the schedule of classes has been published, the incoming instructor must also commit to using zero-cost course materials, or the designation will be removed.
6. The OER coordinator will be responsible for maintaining the Banner system to keep the designations up-to-date, including the removal of designations on courses that no longer provide low-cost course materials.

## De Anza College

### Eligibility for Low-Cost Course Materials Designation

In addition to the legally mandated designation of zero-textbook cost courses, De Anza College has the capacity to identify, in the online schedule, courses that offer low-cost course textbooks and materials. “Low-cost” is defined as texts and course materials that have a total maximum new purchase price of \$40 or less. These course materials may include but are not limited to “open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials [and...] must comply with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and the federal Copyright Act of 1976 (Public Law 94-553).” School supplies such as calculators, notebook binders, blue exam books, and the like are not considered in determining eligibility for the designation.

Complete this form to determine if your course is using exclusively low-cost materials that are eligible for the Low-Cost Course Materials designation in the schedule. Please sign and submit this form to the OER coordinator, Lydia Hearn, at [hearnlydia@deanza.edu](mailto:hearnlydia@deanza.edu) or in her Administration Building mailbox as soon as possible and by Thursday, February 22, 2018 by 5:00 p.m. at the latest.

Name:	
Course Number and Section(s):	
Year and quarter course section will be offered:	
Title or description of the textbook or course material (Please list your required textbooks and course materials below. Use the back of this sheet if you need more space.)	New purchase price (use \$0 for free digital sources)
	\$
	\$
	\$
	\$
<b>TOTAL COST TO STUDENTS:</b>	<b>\$</b>

	Yes	No
1. Does your total cost above exceed \$40? If the total cost above exceeds \$40, your course is not eligible for the low-cost designation at this time.		
2. Do these materials meet <a href="#">accessibility requirements</a> ? If no, then you may not use these materials until they meet accessibility requirements.		
3. Will you use these course materials in compliance with <a href="#">federal copyright law</a> ? If no, then you may not use these materials until they can be used in compliance with federal copyright law.		
4. Will you require your students to print their digital course materials? If no, list the price as \$0. If yes, then include the price of the printing cost in #1 above. If the printed materials are offered in the De Anza Bookstore, include the purchase price. If students are required to print materials themselves, estimate the cost at \$.15 per page.		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_