Complying with the Higher Education Act Reauthorization by Entering Syllabus Information in Banner Faculty/Student Web

On July 31, 2008, Congress completed reauthorization of the Higher Education Act. The act includes a new reporting requirement concerning textbook disclosure and textbook costs. The law requires that all institutions disclose the International Standard Book Numbers (ISBN) and retail price information of all required or recommended textbooks and supplemental materials in their course schedules.

The vendor of our Banner system has made provisions for compliance to the new federal mandate by building an on-line course syllabus that includes a Required Materials section allowing for entry of textbook information. The syllabus will be linked to the on-line class schedule.

In order to comply with federal law and, at the same time, provide more course information to our students and potential students, please follow the instructions below to enter your syllabus on-line.

Step 1.
Step 2

From the faculty services menu, click on the Syllabus Information link

Step 3

Select Term

Select the appropriate term
Step 4

Select a CRN


Select the appropriate course from the drop down menu

Step 5

The syllabus data is broken into 3 categories (Learning Objectives, Required Materials, and Technical Requirements). You are not required to insert information into each field but, in order to maintain compliance with federal law, enter textbook information into the Required Materials field. You may paste text from other documents into each of these fields. If text books are required for your course then please remember to include the title, author ISBN number and retail pricing information for each book. If no text books are required then please insert a statement to that effect in the Required Materials field.

Syllabus Information

Enter course information including ISBN number and textbook cost here. If there are no required materials for the course then please insert such a statement in this box.