

Sauk Valley Community College
July 28, 2025

Action Item 4.4

Topic: **Board Policy 522.01 Sauk Ready: Textbook Program Opt-Out – Second Reading**

College Health Metric: **Student Services – The College provides quality and supportive services to students.**

Presented By: **Dr. David Hellmich, Dr. Jon Mandrell, and Kent Sorenson**

Presentation:

The *Sauk Ready: Textbook Program* is the College's inclusive access textbook affordability initiative, ensuring students have first-day access to all required course materials at a predictable, per-credit-hour rate. While the program increases access and academic preparedness, it is also subject to federal regulation under 34 C.F.R. § 668.164, which requires institutions to provide students with a clear and reasonable opportunity to opt out of the program.

To formalize compliance with this federal requirement, the administration proposes new Board Policy 522.01 – *Sauk Ready: Textbook Program Opt-Out*. The policy establishes standards for notification, opt-out procedures, equivalent material access, and administrative oversight. It supports the college's broader commitment to affordability, transparency, and regulatory compliance while protecting student choice.

Recommendation:

The administration recommends the Board approve Board Policy 522.01 *Sauk Ready: Textbook Program Opt-Out* as presented for a second reading.

522.01 Sauk Ready: Textbook Program Opt-Out

In accordance with 34 C.F.R. § 668.164(c)(2), Sauk Valley Community College students may be automatically billed for required course materials under the College's inclusive access textbook model, known as the *Sauk Ready: Textbook Program*. Students retain the right to opt out of the program under the following conditions:

1. **Notification and Transparency**
Students receive timely notice each academic term regarding their inclusion in the program, the associated per-credit-hour charge, and the procedure for opting out. Notice includes the deadline by which students must opt out.
2. **Reasonable and Equivalent Access**
Students who choose to opt out are provided with the option to purchase course materials of equal quality and content at a comparable cost through alternative means, such as directly from the bookstore or third-party vendors.
3. **Opt-Out Process**
The College maintains an accessible opt-out process that allows students to decline participation via electronic form or equivalent method. Students who opt out are not charged the program fee for that term.
4. **Compliance Assurance**
The College ensures that all aspects of the Sauk Ready: Textbook Program comply with applicable federal regulations and U.S. Department of Education guidance, including student consumer protections and refund policies.
5. **Administrative Oversight**
The Chief Academic Officer and Chief Financial Officer jointly ensure proper implementation, training, and review of this policy. The College may establish additional administrative procedures to support compliance.