

## **FSU-5.098 Textbook and Instructional Materials ~~Adoption and~~ Affordability**

(1) The Board of Trustees of ~~The~~ Florida State University establishes the following procedures for minimizing the cost of textbooks and instructional materials to students while maintaining the quality of their educational experience and continuing to ensure academic freedom.

(a) ~~The Dean of the Faculties~~ Office of the Provost shall notify each college ~~and department~~ of the textbook and instructional material adoption deadline for each semester requirements of the university's Policy on Textbook Affordability at least 25 days prior to the beginning of the fall and spring semesters ~~and the summer sessions~~.

(b) Not later than ~~the~~ beginning of course registration for each term, the instructors or ~~their~~ designees shall identify in the university's textbook assignment Course Textbook Adoption web-application the textbooks and ~~other~~ instructional materials both required ~~and or~~ recommended for use in ~~their~~ each course(s) section. This information will be ~~immediately~~ available online to students ~~at the Course Textbook Adoption website~~ through the textbook assignment application.

(c) Upon accessing the website to enter this information, the instructor or ~~designee~~ shall ~~declare~~ confirm that

1. When making a choice between a new edition of a textbook and a previous edition, ~~he or she~~ the instructor has determined that the extent to which the new edition differs significantly and substantively from the previous edition and whether that, based upon this review, the significance thereof warrants the adoption of the new edition is warranted; and

2. When requiring the purchase of a bundled package rather than one or more of its discrete parts, ~~he or she~~ the instructor requires actual use by the students of substantially all of the items that the package contains by the students.

(d) The textbook listings shall include the following information: the international standard book number (ISBN), ~~the name(s) or the author(s) listed, or editor(s)~~, the title, the publisher, the edition number, the copyright and publication dates, and other relevant information necessary to identify the specific textbook or instructional material both required or recommended for each course ~~that may be relevant to the~~

student seeking to minimize cost. Other items than books shall be as appropriately described to make clear to the student exactly what he or she is required to purchase.

(e) Department chairs and eCollege deans will monitor compliance the use of the Course Textbook Adoption web application, to ensuring that each instructor- has entered both the required or recommended textbooks and instructional materials by the deadlines established by the Provost. eComplies with the requirements for timely submission of the information required by students and the university bookstore. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement.

(f) The Provost or designee shall determine and report compliance with this regulation to the FSU Board of Trustees.

(f) Students who cannot afford the cost of their required textbooks can apply for financial aid for that amount at the university's Office of Financial Aid with the expectation that their application will be processed within one week. Determination of a student's ability to pay for instructional materials will be made through assessment by the Office of Financial Aid. Students eligible for financial assistance may elect to have their FSU account credited with the approved funding so they may make textbook and instructional material purchases from the University Bookstore directly.

(g) Students who, prior to the receipt of the financial aid distributions for which they are qualified, must purchase their required textbooks shall be accommodated by the university's Office of Financial Services which has a purchase authorization arrangement with the university bookstore.

(2) The university board of trustees shall provide a report, by September of each year, or as otherwise required by current law, to the Chancellor of the State University System, in a format determined by the Chancellor, that details:

(a) The selection process for general education courses with a wide cost variance and high enrollment courses;

(b) Specific initiatives of the institution adopted to reduce the cost of textbooks and instructional materials;

(c) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year; and

(d) Any additional information determined by the Chancellor.

(23) No employee of The Florida State University may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to make specific purchases. However, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and both the outside activity requirements and conflict of interest restrictions set forth in the university's regulations and in collective bargaining agreements, an employee may receive:

(a) Sample or instructor copies of textbooks or other instructional ~~resources~~ materials that cannot be sold if they are identified as samples and not for sale;

(b) Royalties or other compensation from the sales of textbooks and other instructional resources of which he or she is the author or creator;

(c) Honoraria for academic peer review of course materials;

(d) Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials; and

(e) Training in the use of course materials and learning technologies.

(4) The Provost or designee is delegated authority to implement additional policies and procedures in furtherance of and consistent with the requirements set forth in herein, Florida Board of Governors Regulation 8.003, applicable law, and governing collective bargaining agreements.

Authority: ~~Board of Governors Resolution January 7, 2003; BOG Regulation Procedure July 21, 2005; BOG Regulations 1.001(3)(j), 8.003; Sections 1004.085 1001.74(1), (2); Florida Statutes, BOG Regulation Procedure July 21, 2005~~

History New 6-17-2009, Amended 2-19-2010, Amended \_\_\_\_\_