

## 6C2R-5.098 Textbook Adoption and Affordability

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

(a) The Dean of the Faculties shall notify each college and department of the requirements of the university's Policy on Textbook Affordability at least 60 days prior to the beginning of the fall and spring semesters and the summer sessions.

(b) At least ten days before the beginning of course registration for each term, instructors or their designees shall identify in the university's Course Textbook Adoption web application the textbooks and other materials both required and recommended for use in their course(s). This information will be immediately available online to students at the Course Textbook Adoption website.

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

1. When making a choice between a new edition of a textbook and a previous edition, he or she has determined the extent to which the new edition differs substantively and whether the significance thereof warrants the adoption of the new edition; and

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

(d) The textbook listings shall include the following information: the international standard book number (ISBN), the name(s) or the author(s) or editor(s), the title, the publisher, the edition, the copyright and publication dates, and other information 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 college deans will monitor the use of the Course Textbook Adoption web application, ensuring that each instructor complies with the requirements for timely submission of the information required by students and the university bookstore.

(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.

(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) 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 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; and

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

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

History New \_\_\_\_\_