

# Florida Atlantic University

## **Regulation 3.004    Textbook and Instructional Materials Affordability and Transparency**

(1) This regulation is established to outline the process for textbook and instructional materials approval and adoption and minimize the cost of required or recommended textbooks and instructional materials for students while maintaining the quality of education and academic freedom in alignment with Florida Board of Governors (BOG) Regulation 8.003.

(2) Each faculty or instructor must review all required course materials for each course they teach each semester. When an adjunct or temporary instructor has been assigned to a course where materials may have already been selected, the individual responsible for selecting the materials for that course must complete the required attestation.

(3) Textbooks and instructional materials shall be adopted through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price.

(4) The use of innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers including bookstores may be considered. The pricing techniques and payment options must include an opt-in or opt-out provision for students and may be approved only if there is documented evidence that the options reduce the cost of the textbooks and instructional materials.

(5) Textbooks must be adopted by submitting textbook adoptions electronically via Canvas, the University's Learning Management System to the University Textbook Manager no later than sixty (60) days prior to the first day of classes to allow sufficient time for the University Bookstore to work with publishers to confirm availability of the requested materials, source lower cost options, explore alternatives with faculty, and maximize the availability of used textbooks and instructional materials. Textbooks for courses which are added after the sixty (60) day deadline shall be adopted as soon as is feasible, but no later than forty-five (45) days prior to the first day of classes, if reasonably possible, to ensure sufficient lead time.

(6) Prior to finalizing and course material adoption, the responsible academic unit (the course instructor or the academic department) shall:

- (a) Document the intent to use all items ordered, including each individual item sold as part of a bundled package.
- (b) Determine the extent to which a new edition differs significantly and substantively from earlier versions and the value to the student of changing to a new edition, or the extent to which an open-access textbook or instructional material is available.

(7) A list and hyperlink to lists of each required and recommended textbooks and instructional materials for at least 95 percent of all course sections for the upcoming term shall be posted in the University's course registration website on the University's website no later than forty-five (45) days prior to the first day of classes for each term. The Provost or designee shall determine compliance with this requirement no later than forty-five (45) days

prior to the first day of classes for each term and any request for an exception to the compliance deadline shall be submitted in writing to the University Textbook Manager prior to the deadline and shall provide a reasonable justification for an exception. For courses added after the notification deadline or when an extension is granted, textbook information shall be posted immediately as such information becomes available. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement. The posted list of required and recommended textbooks and instructional materials must:

- (a) Include the International Standard Book Number (ISBN) or other identifying information which must include, at a minimum:
  1. the title
  2. all authors listed;
  3. publishers;
  4. edition number;
  5. copyright date;
  6. published date; and
  7. other relevant information necessary to identify the specific textbook or instructional materials required and recommended for each course.
- (b) Be posted as early as is feasible, but at least forty-five (45) days before the first day of class for each term.
- (c) Be searchable by general education status, the course subject, the course number, the course title, the name of the instructor of the course, the title of each assigned textbook or instructional material, and each author of an assigned textbook or instructional material.
- (d) Be easily downloadable by current or prospective students.
- (e) For open-access or OER materials, include a unique identifier, if available, and relevant information necessary to identify the specific resource.

(8) The responsible academic unit (the course instructor or the academic department) shall post current syllabi in the same location as the posting of textbooks and instructional materials. Syllabi shall be posted as early as feasible, but at least forty-five (45) days before the first day of class each term and remain posted in the database for at least five (5) years. If courses or sections of courses are added after the 45-day period, syllabi must be posted when the course or course section are added in the system for registration. If instructors are assigned after the 45-day period, the syllabi and required instructional materials must be posted when the instructor is added to the registration system. The course syllabus must contain the following:

1. The course curriculum, including required readings
2. The required and recommended textbooks and instructional materials
3. The goals, objectives, and student expectations of the course.
4. How student performance will be measured and evaluated, including the grading scale

(9) Individualized courses such as directed individual studies, internships, thesis, dissertation defense, and performance are exempt from the requirements in section (7) and (8).

(10) All faculty or instructors must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to the students. Materials include but are not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the faculty member or instructor plans to assign to students to read and review

in the course. Faculty or instructors must attest that the materials are appropriate for the course and submit it in accordance with university policy.

(11) The Director of Student Financial Aid or designee shall publish on the University website its procedure to make required and recommended textbooks and instructional materials for each course offering available to students who otherwise cannot afford the cost of the textbook, including consideration of the extent to which open-access or OER textbooks or instructional materials may be used, and its procedures by which students can obtain required textbooks and instructional materials prior to receipt of their financial aid distribution, when necessary. The Short-Term Advance Program assists students in meeting educational expenses (i.e. purchasing textbooks) incurred prior to the date financial aid funds are scheduled to disburse. A student may not have more than one (1) Short-Term Advance per semester. Exceptions can be made for extenuating circumstances. Preference will be given to full-time students when funds are limited.

(12) No employee of the University may demand or receive any payment, loan, subscription, advance, and deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional materials for coursework or instruction. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest requirements set forth in University regulations, policies and collective bargaining agreements:

- a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- b. Royalties or other compensation from sales of textbooks or instructional materials that include the instructor's own writing or work.
- c. Honoraria for academic peer review of course materials.
- d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials.
- e. Training in the use of course materials and learning technologies.

(10) The University Board of Trustees shall provide a report, by September 30 of each year, to the Chancellor of the State University System, in a format determined by the Chancellor, with details described in BOG Regulation 8.003(8).

(11) 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, BOG Regulation 8.003, applicable law, and governing collective bargaining agreements.

*Authority: Section 7(d), Art. IX, Fla. Const., Section 1004.085, Fla. Stat., Fla. Bd. of Gov. Regulation 8.003. History—New 7-22-09; Amended 11-16-16, 4-21-2020; 02-14-2023; 04-08-2025; 4-21-26.*