

Florida A&M University Regulation



4.105 Textbook and Instructional Materials Affordability

(1) Pursuant to the Board of Governors Regulation 8.003, the Board of Trustees for Florida A&M University establishes the following procedures to minimize the cost of textbooks to students while maintaining the quality of instruction and academic freedom.

(2) The Office of the Provost shall notify each college or school of the textbook and instructional material adoption deadline for each term/semester.

(a) Textbook adoption deadlines for each term/semester shall be no later than 45 days prior to the first day of class for each term.

(b) College/School administrative unit leaders (Dean or Dean's designee) will monitor compliance to ensure that each instructor has entered both the required and recommended textbooks and instructional materials by the deadlines established by the Provost.

(3) Each semester, the faculty or instructor reviews all required course materials for each course to be taught. If an academic unit uses an adjunct or temporary instructor for a course and has not selected the materials for the course, the individual responsible for selecting the materials must complete the attestation.

(a) Before a textbook is adopted, the instructor or the academic department shall determine through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price by considering:

1. Purchasing digital textbooks in bulk,
2. Expanding the use of open-access textbooks and instructional materials,
3. Providing rental options for textbooks and instructional materials,
4. Increasing the availability and use of affordable digital textbooks and learning objects,
5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials,
6. The length of time that textbooks and instructional materials remain in use,
7. An evaluation of cost savings for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials.
8. Consulting with school districts to identify practices that impact the cost of dual enrollment textbooks and instructional materials to school districts, including, but not limited to, the length of time that textbooks and instructional materials remain in use.

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- (b) The extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition if applicable; and,
- (c) The intent to use all items ordered, including each individual item sold as part of a bundled package.

(4) All faculty and instructors are required to confirm that they have reviewed all necessary materials for each course taught every semester before presenting or assigning them to students. These materials include, but are not limited to, textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional materials intended for student use in the course. Faculty and instructors must verify that the materials are suitable for the course and submit this confirmation in accordance with University policy.

(5) A determination of a student's ability to pay for textbooks will be made through the standard student financial aid eligibility process.

(6) Students waiting on their financial aid distribution are provided book vouchers to purchase the required textbooks.

(7) Textbooks placed by the adoption deadline will be linked in the University's registration system and on the University's website at least 45 days prior to the first day of class. A request for an exception to the deadline shall be submitted in writing to the office of the Provost and Vice President of Academic Affairs prior to the adoption deadline along with a reasonable justification for an exception.

(8) The posted textbook list shall include the following information for each required textbook:

- (a) The International Standard Book Number (ISBN) or

- (b) Other identifying information which shall include, at a minimum:

- (1) all authors listed,

- (2) publishers,

- (3) edition number,

- (4) copyright date,

- (5) published date, and

- (6) other relevant information necessary to identify the specific textbook required for each course.

(9) The University through its bookstore provider shall maintain a procedure whereby textbooks can be searchable by 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 and easily downloadable by current and prospective students.

(10) All course syllabi regardless of course level must be posted using the University's established mechanisms at least 45 days prior to the first day of class.

- (a) If a course is subject to general education course options as identified in Florida Statutes 1007.25, the course syllabus must contain the following.

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- a. The course curriculum.
- b. The goals, objectives, and student expectations of the course.
- c. How student performance will be measured
- d. Syllabi subject to this provision must remain posted in a public, searchable database for at least five academic years.

(11) No employee of a 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 purchase a specific textbook 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 restrictions set forth in the university regulations 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 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.
- (e) Training in the use of course materials and learning technologies.

(12) The Provost or Provost designee shall provide a report to the Board of Trustees for submission to the Chancellor of the State University System by September 30th that details:

- (a) The selection process for high enrollment courses,
- (b) Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials,
- (c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class,
- (d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year,
- (e) Compliance with the required components of the textbook and instructional materials in accordance with BOG Regulation 8.003.
- (f) Attestation that all required materials have been reviewed each semester.
- (g) Any additional information determined by the Chancellor.

Specific Authority Section 7(d), Article IX, Florida Constitution; Board of Governors Resolution January 7, 2003; Board of Governors Regulation Development Procedure dated July 21, 2005; Board of Governors Regulation 1.001 and 8.003; Section 1004.085, Florida Statutes –New 04-22-10. June 28, 2025.