NEW COLLEGE OF FLORDA REGULATIONS MANUAL

CHAPTER 4 - Academic Affairs

4-2003 Textbook Adoption

Pursuant to Florida Board of Governors Regulation 8.003, this regulation is promulgated to minimize the cost of textbooks to students while supporting a high quality of instruction and academic freedom.

- (1) Instructors shall adopt textbooks for their classes by sending completed Textbook Adoption/Order Forms to the Division Chair or his/her designee at least 45 calendar days prior to the first day of class. The Division Chair or his/her designee will submit these orders to the bookstore as soon as they are received.
- (2) Any request for an exception to the deadline in (1) of this regulation shall be submitted by the instructor in writing to the appropriate Division Chair or his/her designee prior to the deadline and shall provide a reasonable justification.
- (3) For courses which are added after the deadline in (1), the course instructor shall submit completed Textbook Adoption/Order Forms to the appropriate Division Chair (or his/her designee) as soon as is feasible. For the purposes of this regulation, neither tutorials nor Independent Study Projects (ISPs) are considered courses.
- (4) On the Textbook Adoption/Order Form, instructors shall:
 - (a) Certify that all instructional items sold as part of a bundled package will be used;
 - (b) Determine the extent to which a new edition differs significantly and substantively from earlier versions, and explain the value of changing to the new edition. If a new edition cannot be justified, the course instructor should request the old edition.
 - (c) Indicate that no textbooks are required for the course if none are to be ordered.
- (5) A list of required textbooks for each course offering for the upcoming term shall be posted on the College's website no later than thirty (30) days prior to the first day of classes for each term. For classes added after the notification deadline, or when an extension is granted, textbook information shall be posted immediately as such information becomes available. The posted list shall include the following information for each required textbook:
 - (a) The International Standard Book Number (ISBN); or
 - (b) Other identifying information:
 - 1. Author(s);
 - 2. Publisher(s);
 - 3. Edition number;
 - 4. Copyright date;
 - 5. Other information necessary to identify the specific textbook required.

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- (6) The Director of Financial Aid or his/her designee shall publish on the College web site its procedure for the Book Advance program, which makes required textbooks available to students who otherwise cannot afford the costs prior to receipt of their financial aid distribution. Students eligible for this financial aid are notified as well via their award letter. See 5-1005(4)(h).
- (7) No employee of the College 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, except in the cases listed in (8) below.
- (8) 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 College regulations, policies and collective bargaining agreements, the following:
 - (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.

History: New 11-7-09.