

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

4-2003 Textbook and Instructional Materials Affordability

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

- (1) Instructors shall engage in cost-benefit analysis in selecting required or recommended textbooks and instructional materials to enable students to obtain the highest quality product at the lowest available price. Such analysis should consider the following:
 - (a) Purchasing digital textbooks in bulk;
 - (b) Expanding the use of open-access textbooks and instructional materials;
 - (c) Providing rental options for textbooks and instructional materials;
 - (d) Increasing the availability and use of affordable digital textbooks and learning objects;
 - (e) Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials;
 - (f) The length of time that textbooks and instructional materials remain in use; and
 - (g) An evaluation of cost savings for textbooks and instructional materials which a student may realize if individual students are able to exercise opt-in provisions for the purchase of materials.
- (2) In consultation with providers, including bookstores, Division Chairs and individual instructors shall use innovative pricing techniques and payment options for textbooks and instructional materials. Pricing techniques and payment options must include an opt-in 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.
- (3) Instructors shall select textbooks and instructional materials for their classes 60 calendar days prior to the first day of class where possible but no later than 45 calendar days. This deadline shall provide sufficient lead time for bookstores to confirm availability, source lower cost options, explore alternatives with faculty, and maximize the availability of used textbooks and instructional materials.
- (4) Any request for an exception to the deadline in Section (3) 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.
- (5) For courses which are added after the deadline in Section (3), the course instructor shall order textbooks and instructional materials as soon as is feasible. For the purposes of this regulation, neither tutorials nor Independent Study Projects (ISPs) are considered courses.
- (6) In selecting textbooks and instructional materials, instructors shall:

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

- (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 to the student of changing to the new edition, or the extent to which an open-access textbook or instructional material is available. If a new edition cannot be justified, the course instructor should request the old edition.
 - (c) Indicate that no textbooks or instructional materials are required for the course if none are to be ordered.
- (7) A hyperlink to lists of required and recommended textbooks and instructional materials for at least ninety five (95) percent of all courses and course sections offered for the upcoming term shall be posted on the College's website no later than forty five (45) days prior to the first day of classes for each term. Any request for an exception to this deadline shall be submitted in writing to the designated university official prior to the deadline, and shall provide a reasonable justification for an exception. Classes added after the notification deadline are exempt from this notification requirement. The posted list shall include the following information for each required and recommended textbook and instructional materials:
- (a) The International Standard Book Number (ISBN); or
 - (b) Other identifying information, including:
 - 1. Author(s);
 - 2. Publisher(s);
 - 3. Edition number;
 - 4. Copyright date;
 - 5. Publication date;
 - 6. Other information necessary to identify the specific textbook or instructional material that is required or recommended for each course.
- (8) Where applicable, the College shall consult 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.
- (9) 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 and recommended textbooks and instructional materials 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 NCF Regulation 5-1005 Financial Aid.
- (10) Each semester, the College will examine the cost of required and recommended textbooks and instructional materials by course and course section for all general education courses, identifying any

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

variance in the cost among different sections of the same course. This examination will also identify the percentage of textbooks and instructional materials that remain in use for more than one term. A list of courses that have a wide variance in cost among sections, or that have frequent changes in textbook and instructional materials, shall be submitted to the appropriate Department Chair for review.

- (11) 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 or instructional materials for coursework or instruction, except in the cases listed in Section (12) below.
- (12) 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 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.
- (13) By September 30 of each year, the Board of Trustees shall provide a report to the Chancellor of the State University System 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 designed to reduce the costs of textbooks and instructional materials;
 - (c) Policies implemented regarding the posting of textbook and instructional materials for at least ninety five (95) percent of all courses and course sections forty five (45) days before the first day of classes;
 - (d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year; and
 - (e) Any additional information determined by the Chancellor.

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 1004.085; Fla. Board of Governors Regulation 8.003

History: Adopted 11-07-09; Revised 10-29-16, 11-04-17