

Regulations of Florida A&M University



4.105 Textbook 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) Textbook adoption deadlines for each term shall be no later than 35 days prior to the first day of class for each term.
- (3) Before a textbook is adopted, the instructor or the academic department shall attach a declaration to the textbook order form acknowledging the following:
 - (a) The extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition; and,
 - (b) The intent to use all items ordered, including each individual item sold as part of a bundled package.
- (4) A determination of a student's ability to pay for textbooks will be made through the standard student financial aid eligibility process.
- (5) Students waiting on their financial aid distribution are provided book vouchers to purchase the required textbooks.
- (6) Textbooks placed by the adoption deadline will be posted on the bookstore website 30 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.
- (7) 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.

(8) 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.

Specific Authority 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.