

NOTICE OF PROPOSED REGULATION AMENDMENT

Date: February 14, 2017

REGULATION TITLE: Textbook and Instructional Materials Affordability **REGULATION NO.:** 7.049

SUMMARY: The proposed changes to this regulation are to conform UF regulations with the revisions to the Board of Governors regulation on Textbook and Instructional Materials Affordability. Specifically, the proposed amendment encompasses both textbooks and other instructional materials, creates an earlier materials adoption deadline of forty-five days (rather than 30 days) prior to the start of the term and adds a requirement that the UF Board of Trustees provide an annual report on materials adoption and costs to the Chancellor of the State University System.

AUTHORITY: BOG Regulation 1.001

COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION AMENDMENT IS: Sandra L. Mitchell, Legal Assistant II, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION AMENDMENT: Joseph Glover, Provost and Senior Vice President of Academic Affairs.

THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

7.049 ~~Textbook Adoptions~~ Textbook and Instructional Materials Affordability.

(1) Pursuant to Florida Board of Governors Regulation 8.003, the University of Florida establishes the following textbook and instructional materials affordability procedures to minimize the cost of required or recommended textbooks and instructional materials for textbooks and other instructional materials to students while maintaining the quality of instruction and academic freedom.

(2) The Provost shall establish textbook and instructional material adoption deadlines for each term, which shall be no later than ~~thirty~~forty-five (345) days prior to the first day of class for such term.

(3) Textbook adoption forms shall be timely filed by course instructors and will incorporate:

- (a) the textbook and other instructional materials required for each course;
- (a) a declaration by the course instructor of the intent to use all required items ordered,

including each individual item sold as part of a bundled package; and

(b) in those cases in which a new edition of a textbook previously used by the instructor for the same course is adopted, a declaration that the use of the new edition is warranted taking into account the extent to which the new edition differs significantly and substantively from the edition previously used, the value of changing to the new edition, and the availability of the previous edition.

(4) Textbooks and other instructional materials in the textbook adoption forms filed by the adoption deadline will be posted on the bookstore website by a deadline date to be determined each semester by the Provost. The deadline date shall be set no later than ~~thirty~~forty-~~five~~(30) days prior to the first day of class for each term.

(5) The posted list of textbooks and other materials shall include the following information for each required textbook and, as applicable, for other instructional materials:

(a) the International Standard Book Number (ISBN); or
(b) other identifying information which shall include, at a minimum: title; all authors listed; publisher; edition number; copyright date; published date; and other relevant information necessary to identify the specific textbook and instructional materials required and recommended for each course.

(6) A request for an exception to a textbook adoption deadline shall be submitted in writing to the Office of Academic Affairs prior to the adoption deadline and shall provide a reasonable justification for the exception. No request need be submitted for courses and sections added to the course listing after the textbook adoption deadline.

(7) Determination of student ability to pay for textbooks and other instructional materials will be made through standard student financial aid eligibility assessments.

(8) Students with confirmed financial aid eligibility may choose to enter into a deferred payment program to buy textbooks and other instructional materials up to the approved purchase limit at the designated campus bookstore or may apply for a short term advance for textbook purchases.

(9) Any right to take action, if warranted, in response to any course instructor's failure to meet the requirements of this regulation, shall be the University's and not that of any student.

(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, 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 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; and
- (e) Any additional information determined by the Chancellor.

Authority: BOG Regulation 1.001 and 8.003.

History: New 3-16-10, Amended -