

Florida Atlantic University

Regulation 3.004 Textbook and Instructional Materials

(5) A list and hyperlink to lists of each required and recommended textbooks and instructional materials for at least 95 percent of all course sections for the upcoming term shall be posted in the University's course registration website on the University's website no later than sixty (60) days prior to the first day of classes for each term. The Provost or designee shall determine compliance with this requirement no later than sixty (60) days prior to the first day of classes for each term and any request for an exception to the compliance deadline shall be submitted in writing to the University Textbook Manager prior to the deadline and shall provide a reasonable justification for an exception. For courses added after the notification deadline or when an extension is granted, textbook information shall be posted immediately as such information becomes available. A course added less than forty-five (45) days prior to the first day of classes is exempt from this notification requirement. The posted 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 or instructional materials required and recommended for each course.

(6) Consultation with school districts for which there are articulation agreements in place shall help identify practices that impact the cost of dual enrollment textbooks and instructional materials to these districts, including, but not limited to, the length of time that textbooks and instructional materials remain in use.

(7) The Director of Student Financial Aid or designee shall publish on the University website its procedure to make required and recommended textbooks and instructional materials for each course offering available to students who otherwise cannot afford the cost of the textbook, including consideration of the extent to which open-access or OER textbooks or instructional materials may be used, and its procedures by which students can obtain required textbooks and instructional materials prior to receipt of their financial aid distribution, when necessary.

(8) No employee of the University may demand or receive any payment, loan, subscription, advance, and 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. 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 requirements set forth in University regulations, policies 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 or instructional materials that include the