

OFFICE OF THE GENERAL COUNSEL: USF REGULATIONS

NOTICE: PROPOSED NEW REGULATION

DATE: November 12, 2009

Regulation No: USF 3.029

TITLE: Textbook Adoption and Affordability

Summary:

Florida Board of Governors (BOG) Regulation 1.001 (3-26-09) provides that "Each Board of Trustees is authorized to promulgate university regulations in accordance with the Regulation Development Procedure adopted by the Board of Governors," (7-21-05).

Florida Board of Governors Regulation 8.003, Textbook Adoption, requires each University Board of Trustees to adopt a regulation that establishes textbook adoption procedures to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom.

The University of South Florida System complies with the BOG textbook adoption requirements in the following regulation proposed for Board of Trustees approval and adoption. Regulation 3.029 was reviewed by the Academic Affairs Management Council.

End of Summary.

USF System Regulation 3.029: Textbook Adoption and Affordability

(1) The Board of Trustees of the University of South Florida System (USF System), in accordance with Section 1004.085, Florida Statutes, on Textbook Affordability and Board of Governors Regulation 8.003, on Textbook Adoption, establishes the following procedures for the USF System to minimize the cost of textbooks to students while maintaining the quality of their educational experience and continuing to ensure academic freedom:

(a) Each Academic Unit (department or college as defined by the individual institution within the USF System) shall notify its faculty of the requirements of the USF System Regulation on Textbook Adoption and Affordability.

(b) Textbook adoption deadlines for each term shall normally be set in agreement with the posting of the course schedule for that term, but no later than thirty (30) days prior to the first day of classes for each term.

(c) Textbook order forms will incorporate a statement about the intent of the course instructor or the academic unit offering the course to use all items ordered, including each individual item sold as part of a bundled package.

(d) Textbook order forms will incorporate a statement by the course instructor or academic unit offering the course of the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition.

(e) Textbook orders placed by the adoption deadline will be posted for each course offering for the upcoming term on an institutional website at least 30 days prior to the first day of class for each term. Any request for an exception to this deadline shall be submitted in writing to the office of the Dean of the College where the exception is proposed prior to the deadline and shall provide a reasonable justification for the exception.

(f) The posted textbook list shall include the following information for each required textbook: the International Standard Book Number (ISBN), the name(s) of the author(s) or editor(s), the title, the publisher, the edition number, the copyright and publication dates, and other relevant information that will identify the specific textbook required for each course. Other items than books shall be appropriately described to clarify what the students are required to purchase.

(g) Academic unit heads will monitor the posted textbook listings, ensuring that each instructor complies with the requirements for timely submission of the information required by students and the designated bookstore.

(h) Determination of student ability to pay for textbooks will be made through standard student financial aid eligibility assessment.

(i) Students with confirmed financial aid eligibility may opt into the advance purchase program to purchase textbooks up to the approved purchase limit at the designated bookstore prior to receipt of their financial aid distribution, when necessary.

(2) No employee of the USF System 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, subject

to the requirements of the Florida Code of Ethics for Public Officers and Employees and both the outside activity requirements and conflict of interest restrictions set forth in USF System regulations and in collective bargaining agreements, an employee may receive:

(a) Sample or instructor copies of textbooks or other instructional resources that cannot be sold if they are identified as samples and not for sale;

(b) Royalties or other compensation from the sales of textbooks and other instructional resources of which he or she is the author or creator;

(c) Honoraria for academic peer review of course materials;

(d) Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks; and

(e) Training in the use of course materials and learning technologies.

Authority: Art. IX, Sec. 7, Fla. Constitution, Florida Board of Governors Regulations 1.001, 8.003.

History: New _____.

AUTHORITY TO ADOPT/AMEND/REPEAL REGULATION(S):

Art. IX, Sec. 7, Fla. Constitution, Board of Governors Regulation 1.001.

UNIVERSITY OFFICIAL INITIATING PROPOSED AMENDMENTS/ADOPTION/REPEAL OF REGULATION(S):

Dr. Ralph Wilcox, Executive Vice President and Provost.

WRITTEN COMMENTS CONCERNING THIS PROPOSED REGULATION MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

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