

### **UCF 2.032 Textbook Adoption**

- (1) Pursuant to Florida Board of Governors Regulation 8.003, the University of Central Florida establishes the following procedures to minimize the cost of textbooks and instructional materials to students, while maintaining the quality of instruction and academic freedom.
- (2) The term “instructional materials” means educational materials for use within a course which may be available in printed or digital format.
- (3) Textbook and instructional material adoption deadlines for each term shall be no later than 50 days prior to the first day of class for each term.
- (4) Textbook order forms will incorporate a declaration by the course instructor or academic department offering the course of:
  - (a) the intent to use all required items ordered, including each individual item sold as part of a bundled package; and,
  - (b) the extent to which a new edition differs significantly and substantively from earlier versions, if such are available in sufficient quantities, and whether the significance warrants the adoption of a new edition.
- (5) Determination of student ability to pay for textbooks or instructional materials will be made through standard student financial aid eligibility assessment.
- (6) Students with confirmed financial aid eligibility may opt into an advance purchase program to buy textbooks or instructional materials up to the approved purchase limit at the designated campus bookstore, or may apply for a short term advance for textbook or instructional material purchases.
- (7) Textbook or instructional material orders placed by the adoption deadline will be posted on the bookstore website 45 days prior to the first day of class for each term.
- (8) The posted textbook or instructional material list shall include the following information for each required and recommended textbook or instructional material:
  - (a) the International Standard Book Number (ISBN); or
  - (b) other identifying information which shall include, at a minimum:
    1. title;
    2. all authors listed;

3. publishers;
4. edition number;
5. copyright date;
6. published date; and,
7. other relevant information necessary to identify the specific textbook or instructional materials required and recommended for each course.

(9) A request for an exception to the textbook adoption deadlines 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. For courses and sections added to the course listing after the 50 day textbook or instructional material adoption deadline, no exemption is required.

(10) Requiring the use of a textbook or other instructional material written by the instructor of the course, by a relative of the instructor, or by a team of authors which includes the instructor where the author/instructor anticipates receiving royalties from books or materials purchased by students enrolled in her/his course is considered a conflict of interest. The author/instructor must report the use of his/her educational materials under these circumstances with the action taken to mitigate the conflict of interest created in the online Potential Outside Activity, Employment, and Conflict of Interest and Commitment Disclosure (AA-21). Mitigation actions include offering the materials to UCF students at reduced or no cost, or donating the royalties to a non-profit organization.

(11) An employee of a state university may not 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 material 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 and collective bargaining agreements):

- (a) Sample copies, instructor copies, or instructional materials; these materials may not be sold for any type of compensation, especially if they are specifically marked as “free samples” or “not for resale;”
- (b) Royalties or other compensation from sales of textbooks or instructional materials that include the author/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; and,
- (e) Training in the use of course materials and learning technologies.

*Authority: BOG Regulations 1.001 and 8.003. History: New 8-24-09. Amended 8-27-15, 7-5-16.*