

UCF-2.032 Textbook and Instructional Materials Affordability and Adoption

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, both of which are core values of the institution.

- (1) The term “instructional materials” means educational materials for use within a course which may be available in printed or digital format.
- (2) Selection of instructional materials appropriate to effectively achieve student learning outcomes is a faculty responsibility. As much as possible, those choices should enable students to obtain the highest-quality products at the lowest available price.
- (3) Institutional initiatives for accomplishing affordability efforts, include, but are not limited to promoting the use of open educational resources, open-access materials, university library resources, and innovating pricing techniques which include an opt-in provision for students and for which there is documented evidence of reduced cost to students.
- (4) UCF’s internal textbook and instructional material adoption deadline shall be no later than 60 days prior to the first day of class for each term.
- (5) Course material submission, including courses not requiring purchased course materials, will incorporate the following declarations 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; whether the significance warrants the adoption of a new edition; and whether or not an appropriate open-access textbook or instructional material option is available.
- (6) Through UCF’s syllabus submission process in accordance with UCF Policy 4-403 Required Elements of the Course Syllabus, faculty will attest that all required instructional materials assigned for the course have been or will be reviewed for appropriateness prior to assignment to the students.
- (7) Determination of student ability to pay for textbooks or instructional materials will be made through standard student financial aid eligibility assessment.
- (8) Efforts to make required and recommended textbooks and instructional materials for each course offering available to students who cannot afford the cost of the textbooks will include the consideration of the extent to which an open-access textbook or instructional material may be available for students’ use.
- (9) 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.

(10) Required and recommended textbooks and instructional materials will be posted in the UCF Schedule of Courses no later than 45 days prior to the first day of class for each term and shall include:

- (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.
- (c) a unique identifier, if available, for materials that are open access or an open educational resource for which there is no cost, and any relevant information to identify the specific resource.
- (d) be searchable by the general education status, the course subject, the course number, the course title, the course section, the name of the instructor of the course, the title of each assigned textbook or instructional material, and each author of an assigned textbook or instructional material.
- (e) be easily downloadable by current and prospective students.

(11) Course syllabi will be publicly posted no later than 45-days prior to the start of the term and remain posted for at least five years. Course syllabi must contain the elements identified in UCF Policy 4-403 Required Elements of the Course Syllabus. If instructors are assigned after the 45-day period, the syllabi and required instructional materials must be posted when the instructor is added to the registration system.

(12) Individualized courses, such as directed individual studies, independent studies, internship, thesis, dissertation, and performance, are exempt from textbook and syllabi posting requirements.

(13) A request for an exception to the textbook adoption deadlines shall be submitted in writing to the Office of Academic Affairs and shall provide a reasonable justification for the exception. For courses and sections added to the course listing after the 45-day state textbook or instructional material adoption deadline, exception is automatic.

(14) The University shall consult with dual enrollment partner schools to identify best practices that may reduce the cost of dual enrollment course textbooks and instructional materials.

(15) 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.

(16) 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, subject to the limitations in paragraph (13) above;
- (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, 8-20-20, 2-24-23, 6-12-25, 4-15-26.