

## FSU-5.098 Textbook and Instructional Materials Affordability and Transparency Requirements for Course Syllabi, Textbooks, and Instructional Materials

The Board of Trustees of Florida State University establishes the following procedures for posting course syllabi, ~~and~~ approving and adopting textbooks and instructional materials, and minimizing the cost of textbooks and instructional materials to students while maintaining the quality of their educational experience and continuing to ensure academic freedom.

### (1) COURSE SYLLABI:

(a) To maximize informed student choice, faculty must post course section syllabi for lecture, discussion, lab, and medicine courses to the FSU Syllabus Library at least 45 days before the first day of class for each term. Syllabi will be posted beginning Spring 2026 semester and remain posted for at least 5 years.

1. If course sections are added after the 45-day period, faculty must post those syllabi and required instructional materials when the course section is added in the registration system. If instructors are assigned to course sections after the 45-day period, the syllabi and required instructional materials for those sections must be posted when the instructors are assigned to the course sections in the registration system.

2. Syllabi must contain the components outlined in the FSU Syllabus Template which is aligned to Florida Board of Governors requirements and Faculty Senate University Curriculum Committee syllabus statement requirements.

(b) Attestation: The instructor of record must review all required course materials for each course they teach each semester, and must:

1. ~~The instructor of record must~~ attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to students.

2. ~~The instructor of record must~~ attest that the materials are appropriate for the course. If the materials for the course have been selected by someone other than the instructor of record, the individual responsible for selecting the materials for the course must complete this attestation.

3. The Office of Faculty Development and Advancement is responsible for developing and implementing processes to ensure compliance with these attestation requirements.

### (2) TEXTBOOKS AND INSTRUCTIONAL MATERIALS

#### (a) Definitions:

1. The term “materials” includes but is not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the instructor plans to assign to students to purchase, read-, or ~~and~~ review ~~in~~ for the course, which may be available in printed or digital format.

2. The term “textbook assignment application (the Application)” means the online, application used by the University to create a public, searchable database of the lists of required and recommended textbooks and instructional materials that students purchase for course sections offered for the upcoming term, which courses are included in the university’s course registration system and on the university’s website. Individualized courses, such as directed individual studies, internships, thesis dissertation defense, and performance, are exempt from the requirements associated with the Application.

(b) The Office of the Provost shall notify each college of the textbook and instructional material adoption deadline for each semester. The deadline shall be at least 45 days before the first day of class for each term.

(c) Selection of instructional materials is an instructor's responsibility, subject to a department's role over curriculum. As much as possible, the selection of instructional materials should:

1. enable students to obtain the highest quality products at the lowest available price. Institutional initiatives for accomplishing this goal may include but are not limited to

- ~~1. Purchasing digital textbooks in bulk;~~
- ~~2. Expanding the use of open-access textbooks and instructional materials;~~
- ~~3. Providing rental options for textbooks and instructional materials;~~
- ~~4. Increasing the availability and use of affordable digital textbooks and learning objects;~~
- ~~5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks, and instructional materials;~~
- ~~6. Assessing the length of time that textbooks and instructional materials remain in use;~~
- ~~7. An evaluation of cost saving for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials; and~~

2. consider the use of innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers, including bookstores, and

3. include an opt-in or opt-out provision for students which ~~and~~ may be approved only if there is documented evidence that the options reduce the costs of the textbooks and instructional materials.

(d) No later than 45 days before the first day of class, the instructor or designee shall identify in the Application the textbooks and instructional materials both required or recommended for purchase in each course section. This information will be available online to students through the Application ~~textbook assignment application~~. If instructors are assigned after the 45-day period, the required textbooks and instructional materials must be posted in the Application when the instructor is added to the registration system.

(e) Using the Application ~~Upon accessing the website to enter this information,~~ the instructor or designee shall confirm that:

1. When making a choice between a new edition of a textbook and a previous edition, the instructor has determined that the new edition differs significantly and substantively from the previous edition and that, based on this review, the adoption of the new edition is warranted based on the value to the student of changing to a new edition or the extent to which an open-access textbook or instructional material is available; and

2. The instructor or department intends for students to use all instructional materials that are listed as required for a course. When requiring the purchase of a bundled package rather than one or more of its discrete parts, the instructor requires student use of substantially all of the items that the package contains.

(f) Determination of a student's ability to pay for instructional materials will be made through assessment by the Office of Financial Aid. The university shall make required and recommended textbooks and instructional materials for each course

offering available to students who otherwise cannot afford ~~them the cost of the textbook~~. Students eligible for financial assistance may elect to have their FSU account credited with the approved funding so they may make textbook and instructional material purchases from the University Bookstore directly.

(g) Posting: The list of required and recommended textbooks and instructional materials shall be posted as early as feasible but at least 45 days before the first day of class for each term, and must:

1. ~~The textbook listings shall include the following information:~~ the international standard book number (ISBN), the author(s) listed, the title, the publisher, the edition number, the copyright and publication dates, and other relevant information necessary to identify the specific textbook or instructional material that is either required or recommended for each course;

2. include a unique identifier, if available, for materials that are open access or an open educational resource for which there is no cost and must include any relevant information necessary to identify the specific resource;

3. be searchable by 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;

4. be easily downloadable by current and prospective students ~~;~~ and

~~3. for general education core courses identified pursuant to section 1007.25, Florida Statutes, must include the syllabus and contain the course curriculum; the goals, objectives, and student expectations of the course; and how student performance will be measured.~~

5. ~~Information in paragraphs (1)(f) and (g) must remain posted in a public, searchable database for at least five academic years.~~

~~(i) The University offers dual enrollment courses to eligible students from partner schools which are taught exclusively on the FSU main campus or Panama City branch campus. FSU instructors select all course textbooks and instructional materials in accordance with the Board of Governors regulation and best practices that may reduce the cost of dual enrollment course textbooks and instructional materials.~~

(h) College deans will monitor compliance to ensure that each instructor has entered both the required or recommended textbooks and instructional materials by the deadlines established by the Provost. A request for an exception to the textbook adoption deadlines shall be submitted in writing to the Office of the Provost and shall provide a reasonable justification for the exception. ~~A course added less than forty five (45) days prior to the first day of classes is exempt from this notification requirement.~~

(i) Prohibitions: No employee of The Florida State University 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 make specific purchases. 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 the university's regulations and in collective bargaining agreements, an employee may receive:

1. Sample or instructor copies of textbooks or other instructional materials that cannot be sold if they are identified as samples and not for resale.

2. Royalties or other compensation from the sales of textbooks and other

instructional resources that include the instructor's own writing or work provided they follow institutional procedure for approval as outlined in the applicable Faculty Handbook;

3. Honoraria for academic peer review of course materials;
4. Fees resulting from activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials; and
5. Training in the use of course materials and learning technologies.

### (3) COMPLIANCE AND REPORTING:

(a) The Provost or designee shall determine and report compliance with this Regulation to the FSU Board of Trustees.

(b) The university board of trustees shall provide a report, by September 30 of each year, or as otherwise required by current law, to the Chancellor of the State University System, in a format determined by the Chancellor, that details:

1. The selection process for courses with high enrollment;
  2. Specific initiatives of the institution designed to reduce the cost of textbooks and instructional materials;
  3. 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;
  4. The number of courses and course sections that were not able to meet the posting deadline for the previous academic year;
  5. Compliance with the required components of the textbook and instructional materials list as required by ~~in~~ Florida Board of Governors regulations ~~Regulation 8.003~~;
  6. Attestation that all required materials have been reviewed each semester;
- and
7. Any additional information determined by the Chancellor.

(4) The Provost or designee is delegated authority to implement additional policies and procedures in furtherance of and consistent with the requirements set forth in herein, Florida Board of Governors regulations, ~~Regulation 8.003~~, applicable law, and governing collective bargaining agreements.

Authority: BOG Regulations 1.001(3) (j), 8.003; Sections 1004.085 Florida Statutes, BOG Regulation Procedure July 21, 2005

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