

	<b>Florida Gulf Coast University</b> Policy Manual	Policy: 3.036 Approved: 03/15/2013
	<b>Title</b> <b>TEXTBOOK ADOPTION AND AFFORDABILITY POLICY</b>	<b>Responsible Executive:</b> Vice President for Administrative Services & Finance <b>Responsible Office:</b> Business Operations

**POLICY STATEMENT**

Florida Gulf Coast University (FGCU) is adopting this new Textbook Adoption and Affordability policy to establish guidelines for faculty members to follow to be in compliance with University Regulation FGCU PR3.003 (Textbook Adoption and Affordability); and to assist students in the purchase of textbooks and course materials.

**REASON FOR POLICY**

This policy is being established in accordance with University Regulation FGCU-PR3.003 (Textbook Adoption and Affordability).

**APPLICABILITY AND/OR ACCOUNTABILITY**

This policy is applicable to employees responsible for choosing and ordering textbooks, as well as students demonstrating financial need and/or utilizing financial aid to secure necessary textbooks. This policy is also applicable to University contractors responsible for ordering textbooks.

**DEFINITION OF TERMS**

*Student* – Anyone registered for and enrolled in a class for the purpose of earning college credit at the undergraduate or graduate level.

*Need-based* – Cost of Attendance minus Expected Family Contribution as determined by the Free Application for Federal Student Aid (FAFSA).

*Open-access textbook* – a complete digital textbook that is available freely to students. A textbook designated as an open textbook is either in the public domain or is licensed under a Creative Commons license which allow users to use the textbook without compensating the author, copy the textbook with

appropriate credit to the author, distribute the textbook non-commercially, or print on demand a copy of the textbook.

## PROCEDURES

### PART 1

- A. A faculty member or designee shall submit their textbook and course pack adoptions by the designated date posted in the Academic Calendar for each term on the University Registrar's website (<http://www.fgcu.edu/Registrar/>). Faculty or their designee shall use the university designated website to submit all relevant information related to the course(s) they will be teaching including the information described below that will constitute the "textbook determination form" in advance of the textbook ordering deadline. Email notifications are sent out by the Provost's Office to all faculty who have not submitted their adoptions by the published textbook ordering date. **Once the textbook adoption is submitted, the FGCU bookstore will compare the adoption to the textbooks available. If the request is for the same textbook currently in use, the FGCU bookstore will check the textbook availability and if the textbook is available, will proceed with the purchase.**
- B. For each course assigned to an instructor, a textbook determination form must be completed that will address as appropriate each of the following items:
- The textbook adopted is a new edition of the same text that is currently in use, or
  - There is or is not an open-access textbook which may exist and which may be used.
  - All items in a course bundle will be utilized in the course assigned.
1. If the request is for the same textbook currently in use, the FGCU bookstore will check for the availability of the textbook edition requested and if available proceed with the purchase.
  2. If, however, the textbook requested is a new edition, or is no longer available, the faculty member or designee will provide a determination on a form to be completed in

Gulflin at the same time he or she submits the textbook request to the Bookstore. One form will be completed for each course assigned. If a course pack is to be utilized, the faculty member will affirm on the form whether or not all items in the bundle will be used in the course and will be listed in the course syllabus. The faculty member or designee will also indicate whether or not an open-access textbook exists which may be used for the course.

- C. The FGCU bookstore will notify the faculty member or designee if the requested material is not available. In such a case, the faculty member or their designee will be requested to make another choice to be submitted to the Bookstore (again at the same time) to include a determination submitted through Gulflin. Business Operations will maintain records of all textbook requests and the determination for the textbook for auditing purposes and will share this information with the colleges. The textbook and course materials necessary for each course will be available on the Internet for public viewing through the University's course schedule at least thirty (30) days prior to the start of classes for each term.

## **PART 2**

- A. Because the University Regulation FGCU-PR3.003 directs the University to establish a policy and procedure to assist students who have been awarded need-based financial aid in securing textbooks, the University has established the Financial Aid Advance Purchase Program (the "Program"). This Program enables students:
1. if those students cannot afford their textbooks, to have access to the textbooks necessary for the classes for which they are registered;
  2. to purchase textbooks necessary for classes prior to the distribution of financial aid; or
  3. to purchase course materials, where applicable.
- B. Students will be able to purchase textbooks and course related materials using their financial aid if their total financial aid award exceeds their university charges.
1. After the student's financial aid package has been finalized and all the necessary financial aid requirements

have been satisfied, the student may be eligible to use a portion of their “expected” refund to purchase textbooks at the FGCU Bookstore.

2. Available funds are credited to the student’s Eagle ID card to purchase textbooks and course related materials.
  3. Use of the Program is generally available two weeks prior to the first day of class for the fall and spring terms and ends on the last day to drop/add courses in accordance with the Academic Calendar. Notwithstanding, access to funds in advance of the term will be determined on an annual basis.
  4. The Office of Financial Aid and Scholarships communicates these services, dates and amounts available to students via email, their website and campus advertising.
- C. If for any reason a student withdraws from FGCU after purchases have been made through the Program, the student is responsible for any charges made against their expected financial aid refund.

**RELATED INFORMATION**

Section 1004.085, Florida Statutes;  
University Regulation FGCU-PR3.003

**HISTORY**

New 3/15/2013

**APPROVED**

\*s/Wilson G. Bradshaw  
President

March 15, 2013  
Date