



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Textbook Adoption Procedures and Guidelines</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 4.01 / 3.07</b>
<b>Date Approved: 09/28/01</b> <b>Date Revised: 05/03/02</b> <b>Date Revised: 06/02/04</b> <b>Date Revised: 12/12/04</b> <b>Date Revised: 05/08/06</b> <b>Date Revised: 03/17/10</b> <b>Date Revised: 09/29/17</b>	<b>Division: Academic Affairs</b>

- I. The College shall post on the website, as early as feasible, but not less than 45 days prior to the first day of class for each term, a list of textbooks required for courses offered at the College during the upcoming term. The posted list will include the International Standard Book Number (ISBN) for each required textbook or other identifying information to include, at minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course. Pursuant to Section 1004.085 (6), Florida Statutes, for those classes added after the forty-five (45) day notification deadline, the College shall post textbook information on the website immediately as such information becomes available.
- II. Textbooks must be used a minimum of two academic years, unless the content becomes obsolete or inappropriate to the extent that the quality of a student's education is compromised or a less costly textbook is found. Departmental records must specify the circumstances which necessitated a textbook change before the two-year period ends. All decisions regarding changing/adopting a textbook must be approved no later than seventy-five (75) days prior to the first day of classes to allow sufficient lead time for the bookstore to work with publishers to confirm availability of the requested materials and to ensure maximum availability of used books. (Ideally, this process would be completed prior to the last day of Spring semester for adoption the following Fall.) When courses are added after these deadlines, textbooks for such courses shall be adopted as soon as possible to ensure sufficient lead time.
- III. Before textbook adoption is finalized, the departments will collect and maintain written or electronic certifications from course instructors attesting that all textbooks and instructional items ordered will be used, particularly each item sold as part of a bundled package; the extent to which a new edition differs substantially from earlier versions; the value of changing to a new edition; and that efforts were made to find less expensive alternatives. In addition, the departmental documentation will indicate whether desk copies of the new adoption will be made available at the Learning Resource Center's Reserve Desk, and the

availability of free, equivalent or supplemental material through the Learning Resource Center or an online repository.

- IV. In addition to the procedures and guidelines stated above:
1. For all A.A. and A.S. General Education Common Core Courses, a collegewide department will choose an official textbook or create a list of no more than three official textbooks. The department may choose to use materials in addition to the official textbook or individual instructors may add materials in addition to the official textbook.
  2. For all other courses, the collegewide department may choose an official textbook, allow each instructor to choose his or her own textbook, use materials in addition to the textbook, or use materials other than a textbook.
- In all cases, the complete list of textbooks and instructional material to be used for each course must be available to the student prior to the beginning of classes each semester.

V. The Chief Academic Officer must approve any exception to this procedure.

- VI. As a reminder, in regards to textbooks, course material and learning technologies, as per College Policy 3.07 – Gifts to the College, its Employees, or Trustees and Florida Statute 1004.085 – Textbook Affordability:
1. No employee of the College 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.
  2. An employee may receive:
    - a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as samples not for resale.
    - b. Royalties or other compensation from sales of textbooks that include the 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 pursuant to guidelines adopted by the State Board of Education.
    - e. Training in the use of course materials and learning technologies.

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Vice President, Academic Affairs

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Date

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Approved by President

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Date