

**6A-14.092 Textbook and Course Material Affordability and Transparency.**

(1) Purpose. In order to maximize informed student choice, this rule sets forth the adoption, posting, and reporting requirements for Florida College System institutions relating to textbook and course material affordability and transparency.

(2) Textbook and Instructional Material Adoption Requirements.

(a) Each Florida College System institution is required to select textbooks and instructional materials through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price. Pursuant to Section (s.) 1004.085(1), Florida Statutes (F.S.), the term “instructional materials” means educational materials for use within a course which may be available in printed or digital format.

(b) The cost-benefit analysis must include consideration of the items listed in s. 1004.085(6)(g), F.S., and:

1. The length of time that textbooks and instructional materials remain in use, prioritizing textbooks and instructional materials that will remain in use for a minimum of three (3) years.

2. Course-wide adoption, specifically for general education courses.

(c) Prior to the adoption of the selected textbook and instructional materials, instructors must confirm the intent to use all materials pursuant to s. 1004.085(6)(b), F.S.

(d) Institutions must ensure that proposed new editions have undergone a review process to determine whether the content revisions to the current version of a textbook or instructional material warrant the adoption of the new edition. Institutions may request the publisher provide descriptions of content revisions.

(e) Development, adaptation, and review of open educational resources and instructional materials must be a collaborative process pursuant to s. 1004.085(6)(e), F.S.

(f) For textbooks and instructional materials for use in dual enrollment courses, institutions must consult with school districts as outlined in s. 1004.085(6)(f), F.S.

(g) Institutions must have options in place to make textbooks and instructional materials available to students who may not be able to afford the cost pursuant to s. 1004.085(6)(d), F.S.

(3) Textbook and Instructional Materials List Forty-Five (45) Day and Five-Year (5) Posting Requirements. Each Florida College System institution is required to prominently post and make publicly accessible on its website and in its course registration system a list of required and recommended textbooks and instructional materials as early as feasible but at least forty-five (45) days before the first day of class for each term for at least ninety-five (95) percent of all scheduled course sections and maintain the list for the preceding five (5) academic years. The five-year (5) list must be updated annually by September 1 to include the preceding Fall, Spring, and Summer Terms.

(a) The list of required and recommended textbook and instructional materials must provide the International Standard Book Number (ISBN) or other identifying information, which must include, at a minimum: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required and recommended for each course, and must be searchable by:

1. General education status;
2. Course subject;
3. Course number;
4. Course title;
5. Name of the instructor of the course;
6. Title of each assigned textbook or instructional material; and
7. Each author of an assigned textbook or instructional material.

(b) The list of required and recommended textbook and instructional materials must be publicly accessible from the institution’s consumer information website and easily downloadable by current and prospective students.

(c) Sections where no textbook is required or no-cost open educational resources are used must have an icon to indicate their status as zero cost. The Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network may be used for this purpose pursuant to s. 1006.73(4), F.S.

(d) Limited Exceptions to the Forty-Five (45) Day Textbook and Instructional Materials List Posting Requirements. For course sections with a limited exception under this paragraph, textbook and instructional material information must be posted immediately as such information becomes available. Limited exceptions are as follows:

1. The originally adopted textbook or instructional material is no longer available;

2. A faculty member is hired or assigned to teach the course section after the forty-five (45) day notification deadline;
3. The course section is added after the forty-five (45) day notification deadline;
4. The instructional modality of the course section changes after the forty-five (45) day notification deadline; and
5. The course is continuing workforce education.

(4) Forty-Five (45) Day Syllabi Posting Requirements. Each Florida College System institution is required to prominently post and make publicly accessible course syllabi for each course section as early as feasible but at least forty-five (45) days before the first day of class for each term. All course syllabi should be publicly accessible and easily downloadable by current and prospective students.

(a) All course syllabi must include:

1. The course curriculum;
2. The goals, objectives, and student expectations of the course;
3. The required and recommended textbooks and instructional materials;
4. Student assignments, including at a minimum, the assignment title, a brief narrative description of the assignment, and, if applicable, any required readings; and
5. How student performance will be measured and evaluated, including the grading scale and methodology.

(b) Course syllabi may include other information specific to the institution.

(c) Limited Exceptions to the Forty-Five (45) Day Syllabi Posting Requirements. For course sections with a limited exception under this paragraph, master course syllabi, where available, may be posted. Master course syllabi include course content, learning outcomes, and requirements that must be followed by all instructors who teach the course. Master course syllabi must be replaced immediately as soon as final course section syllabi become available. Limited exceptions are as follows:

1. A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and
2. The course section is added after the forty-five (45) day notification deadline.

(5) Individualized courses, such as directed independent studies, internships, and performance, are exempt from the requirements in subsections (3) and (4).

(6) Reporting Requirements. Each Florida College System institution is required to report by September 30 of each year to the Chancellor of the Florida College System, in a format determined by the Chancellor, the following:

- (a) The textbook and instructional materials selection process for high-enrollment courses;
- (b) Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials;
- (c) Policies implemented regarding the posting of textbook and instructional materials for at least ninety-five (95) percent of all courses and course sections forty-five (45) days before the first day of class;
- (d) The number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year, identifying those related to exceptions provided under paragraph (3)(e);
- (e) Procedures implemented regarding the posting of course syllabi for all courses and course sections forty-five (45) days before the first day of class; and
- (f) Evidence of compliance with the course syllabi posting requirement.

*Rulemaking Authority 1001.02(1), (2)(n), 1004.085(5), (6), 1006.73(4) FS. Law Implemented 1004.085, 1006.73 FS. History—New 2-25-09, Amended 10-17-17, 3-15-22, 9-20-22, 3-4-26.*