

	Florida Gulf Coast University Policy Manual	Policy: PR3.029 Approved: _____
	Title TEXTBOOK ADOPTION AND AFFORDABILITY POLICY	Responsible Executive: <i>Vice President for Administrative Services & Finance</i> Responsible Office: <i>Business Operations</i>

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 all employees and students.](#)

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 defined by the Department of Education.](#)

PROCEDURES [PART 1](#)
 (If applicable) [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 shall use the FGCU bookstore website \(http://www.fgcu.bkstr.com\) to submit all relevant information related to the course\(s\) they will be teaching which will be active 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 currently in use for each course.**

The following scenarios require the faculty member or designee to fill out a justification:

- The textbook adopted is a new edition of the same text that is currently in use
- The textbook adopted is a different textbook than is currently in use

If the request is for the same textbook currently in use, the FGCU bookstore will check the textbook availability and if available, proceed with the purchase. If the textbook requested is a new edition, a different textbook, or is no longer available, the FGCU bookstore will communicate this to the faculty member or designee and request an email justification for the change. Once this email is received and all relevant textbook and course pack information is validated by the FGCU bookstore, the bookstore will proceed with the purchase of the new items. Once completed, a copy of the textbook change including the justification submitted will be sent back to the department for their records.

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

The University Regulation FGCU-PR3.003 directs that the University shall establish a policy and procedure to:

- Assist students who have qualified for need-based educational financial assistance and cannot afford textbooks to have access to the textbooks necessary for the classes for which they are registered;
- Assist students who have applied and qualified for need-based financial aid and desire to purchase textbooks necessary for classes prior to the distribution of financial aid; or
- Assist students who have qualified for need-based educational financial assistance with the purchase of course materials where applicable.

To assist student in the purchase of textbooks and course related

materials, FGCU has established the Financial Aid Advance Purchase Program (FAAPP). The Office of Financial Aid and Scholarships uses the Free Application for Federal Student Aid (FAFSA) as the standard to determine financial aid eligibility and to assess if a student is eligible for need-based financial aid. Students are able to purchase textbooks and course related materials using their financial aid if their total financial aid awards exceed their university charges. 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. Available funds are credited to the student's Eagle ID card to purchase textbooks and course related materials. This service 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. The Office of Financial Aid and Scholarships communicates these services, dates and amounts available to students via email, their website and campus advertising.

If for any reason the student withdrawals from FGCU after purchases have been made through the FAAPP, the student is responsible for any charges made against their expected financial aid refund.

Students can check their balance online via Gulfline.

RELATED INFORMATION

[Florida Statutes section 1004.085](#)

[University Regulation FGCU-PR3.003](#)

HISTORY

[None](#)

APPENDICES

[None](#)

APPROVED

President

Date