



Responsible Executive: ~~College Provost &~~ Vice President, Academic Affairs, Institutional Effectiveness & Planning

Policy Contacts: ~~Campus Provosts~~ Vice President, Academic Affairs, Institutional Effectiveness & Planning; College Provosts

Specific Authority: 1001.64, F.S.

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Instructional Materials for Academic Credit Programs

Policy Statement:

Valencia College ("College"), in compliance with applicable laws, rules, and regulations, shall select and adopt instructional materials that enable students to obtain the highest quality products at the lowest available price.

- I. The College's selection and adoption of instructional materials shall promote affordability, transparency, and accessibility to maximize informed student choice.
- II. Selection and adoption of instructional materials will align with the College's academic calendar and the College's online bookstore's ordering deadlines to:
 - A. confirm the availability of the requested materials; and
 - B. comply with required laws, rules and regulations on instructional materials posting, verification processes, and timelines.

~~I.III. The College President or designee(s) shall adopt procedures to implement this policy. The adoption of textbooks and other required instructional materials shall occur in a manner that will promote quality of education, maintain academic freedom, and further efforts to minimize cost for students while complying with the applicable federal and state statutes and rules, and eliminating conflicts of interest and/or the appearance of conflicts of interest. Textbook and other instructional materials selection will align with the bookstore's ordering deadlines so as to confirm availability of the requested materials and, where possible, ensure maximum availability of used materials. The President or designee(s) will establish procedures to implement this policy.~~

Policy

History:

Adopted 12-15-82; Amended 11-18-92; Amended 9-17-13; Amended and Combined with 6Hx28: 4-10-02-05-2026; Formerly 6Hx28:05-06

Related

Documents/Policies:

College Policy 6Hx28: 4-04 Student Learning Outcomes and Course Outlines

College Policy 6Hx28: 4-05 Course Syllabus

College Policy 6Hx28: 5-08 Travel by Authorized Personnel

Policy 6Hx28:4-10—Materials Required of Students

Procedures:

I. Definitions:

A. Primary Instructional Materials: Primary instructional material refers to the officially adopted instructional resource that delivers the essential concepts, knowledge, and skills students need to meet the course's learning outcomes. This material serves as the consistent and foundational source of instructional content for all sections of the course and must align with course learning outcomes and all applicable statutory requirements.

B. Open Educational Resource (OER)

Open Educational Resources (OER) are high-quality teaching, learning, and research materials that reside in the public domain or are released under an open intellectual property license that permits no-cost access, use, retention, sharing, and adaptation. OER may include digital textbooks, course modules, articles, videos, assessments, software,

and other instructional materials that support student learning and are free of cost to students.

For the purposes of this policy, “one OER” refers to a single adopted OER-based instructional resource that all sections of the course will use as the primary instructional material. This resource may consist of multiple openly licensed components curated into a coherent, unified collection, provided it functions as the one agreed-upon primary resource for the course.

- C. Supplementary Instructional Materials: Supplementary instructional materials are additional, no-cost resources that enhance or extend student learning. They must align with course learning outcomes and comply with statutory requirements. These materials provide enrichment or clarification without introducing content outside the scope of the course. They must not function as an additional or alternative primary instructional material.
- D. Instructional and Learning Support Resources: Instructional and learning support resources are instructor-created or instructor-curated resources used to teach, explain, reinforce, or scaffold student learning. These resources must align with course learning outcomes and comply with all applicable statutory requirements but do not function as primary or supplementary instructional materials.

II. Textbook and Course Instructional Material Selection Process

- A. The College shall implement a collaborative and documented process for Schools to select no more than one instructional material with an associated cost and/or one open educational resource (OER) at no cost for each course offered.
 - 1. Combined courses (lecture courses with a lab component) may select one additional instructional material, with an associated cost or no cost/OER that is aligned with the instruction required for the lab component.
 - 2. The process must ensure:
 - a. alignment with the College’s academic calendar and the instructional materials selection and adoption calendar; and
 - b. compliance with required laws, rules and regulations on timelines related to instructional materials posting and verification processes.
- B. Course instructional materials are selected at the course level within the School through a process organized by each School for their respective Instructional Materials with oversight by the School’s Dean and final validation by the Provosts. If a discipline or program does not have a full-time faculty member, the respective Dean will select the instructional materials after consulting with the faculty teaching in the respective area.

1. Deans shall ensure that the process for determining each selection is documented to include specifying format, submission schedule, and method of preservation of such documentation for all instructional materials (including no-cost OERs).
2. Faculty shall confirm through written certification that all instructional materials selected by that faculty member for student use will in fact be used, particularly each individual item sold as part of a bundled package, unless the bundled package is the most cost effective option to obtain the instructional materials to be used.
3. Full-time faculty responsible for selecting course instructional materials will consider and confirm through written certification the manner of how proposed new editions differ significantly from earlier versions to warrant the selection of the new edition.

C. Deans shall ensure that the approved instructional materials selected by faculty for use in a given course align with learning outcomes, course curriculum, and comply with legal requirements, including without limitation, as follows:

1. Instructional materials for all general education courses may not contain unproven, speculative, or exploratory content as these are best suited for elective or specific program prerequisite credit.
2. In addition, instructional materials for general education core courses may not distort significant historical events or include content that teaches identity politics, violates 1000.05, F.S., or is based on theories that systemic racism, sexism, oppression, and privilege are inherent in the institutions of the United States and were created to maintain social, political, and economic inequities.

D. The School oversight of any selection of instructional materials authored by a College faculty member will be examined and approved using the documented process within Procedures Section II above to include the following:

1. A College faculty member who has authored an instructional material(s) being considered for selection shall recuse themselves from the selection process for the course(s) for which the instructional material(s) is(are) being considered.
2. If an instructional material(s) authored by a College faculty member is(are) approved through the regular selection process, the dean and faculty, from the same department will subsequently review the instructional material(s) to ensure that the faculty-authored instructional material(s) meets policy and procedure standards. The process and criteria used for the decision will be documented following the timelines and processes established in case of audit or inquiry.

E. Provosts and Deans, in consultation with Campus Store Operations leadership, will ensure that the selection process of instructional materials will include cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price, by considering:

1. Purchasing digital textbooks and applicable licenses in bulk;
2. Expanding the use of OER instructional materials;
3. Providing rental options for instructional materials through the College bookstore and/or suppliers;
4. Increasing the availability and use of affordable digital instructional materials and learning objects;
5. Developing mechanisms to assist in buying renting, selling, and sharing instructional materials;
6. Indicating the length of time that instructional materials remain in use and prioritizing those that will remain in effect for a minimum of three (3) years;
7. Evaluating a cost savings for instructional materials which a student may realize if individual students are able to exercise opt-in provisions for the purchase of instructional materials;
8. Confirming the availability of required and recommended instructional materials to students otherwise unable to afford the cost, to include the extent to which OER instructional materials may be used; and
9. Consulting with the College's Dual Enrollment office and school districts on dual enrollment courses to identify practices that impact the cost of their instructional materials to include the length of time the instructional materials may remain in use.

F. The collaborative process to select instructional materials for each course for the next academic year shall conclude no later than April 30th prior to the upcoming academic year and will include a vote for adoption, with each full-time faculty member in a discipline having one vote.

G. The selection process for instructional materials for all courses offered by the College will align with the selection process outlined in this procedure through a staggered approach, with strategic phasing in of courses beginning in Fall 2026.

I.III. The selection and adoption of textbooks and other instructional materials will comply with College policy and procedures, Section 1004.085, F.S., State Board of Education Rule 6A-14.092, and any other applicable state and federal laws.

- A. No employee of ~~Valencia~~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~~ instructional material(s) for coursework or instruction.
- B. A ~~Valencia~~ College employee may ~~receive~~generally accept (subject to College policies and the requirements of the Florida Code of Ethics for Public Officers and Employees, as applicable):
1. complimentary sample copies, instructor copies, or instructional materials from publishers or suppliers. These materials may not be sold for any type of compensation whether or not they are specifically marked as free samples not for resale. Such copies may be retained by faculty, ~~can be returned to the publisher(s), or provided to a faculty member's School, or provided to the Valencia College library~~ or provided to the Valencia College library for use as a reserve instructional material(s).
 - ~~1. royalties or other compensation from sales of textbooks or other instructional materials that include the instructor's own writing or work, as long as the textbook and instructional materials have been produced and copyrighted by a recognized, independent publisher at its own expense, have been made available for open sale, and have been approved through the two-step process detailed below:~~
 - ~~a. All materials proposed for official adoption will be examined and approved using the documented process detailed in Paragraphs C. through E. below. However, a Valencia faculty member who has authored textbooks or other instructional materials being considered for adoption shall recuse himself or herself from the selection process for the course(s) for which the materials are being considered.~~
 - ~~b. If a textbook or other instructional materials authored by a Valencia faculty member are approved through the regular selection process, a committee of faculty and a dean from the same department on any other campus will subsequently review the materials, measuring them, in particular, against other adopted materials for those courses both for cost and quality, to ensure that the faculty-authored materials meet policy standards. The committee will write a report that details the process and criteria used for the decision to ensure the process is documented in case of audit or inquiry.~~
 2. honoraria for academic peer review of ~~course instructional~~ instructional materials. If, however, a Valencia College faculty member who has received honoraria for academic peer review of instructional materials being considered for adoption selection and is participating in the selection process for such instructional materials, the faculty member shall disclose in writing the receipt of such honoraria to the ir respective dean and provost-selection committee and/or dean.

3. fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education. However, a Valencia College faculty member who has authored support materials for instructional materials being considered for adoption-selection shall disclose in writing such authorship to their respective dean and provost, selection committee and/or dean, as appropriate.
 4. complimentary training in the use of course-instructional materials and learning technologies from publishers or suppliers. However, If the training takes place offsite, travel, lodging, and food costs related to attending training will be the responsibility of the faculty member, who may request College funding through appropriate channels the Professional Development Funds Request process with approval from the provosts. For more information, see College Policy 6Hx28: 5-08 Travel by Authorized Personnel.
 5. royalties or other compensation from sales of instructional materials that include the faculty member's own writing or work, provided that the instructional materials have been produced and copyrighted by a recognized, independent publisher at its own expense, have been made available for open sale, and have been approved through the two-step process detailed in Procedures Section II.D. above.
- C. Employees of the College are prohibited from selling any instructional materials(s) directly to students, parents, other College employees, and to the College (including, without limitation, the College's campus store or online bookstore).

IV. Requirements for Additional Assigned Readings: Any additional assigned readings in conjunction with required course assignments are subject to the standards for general education and syllabi posting requirements outlined in College Policies 6Hx28: 4-04 Student Learning Outcomes and Course Outlines; and 6Hx28: 4-05 Course Syllabus.

V. College Website Post of Adopted Instructional Materials: The College will publish on its website and in the course registration system (i.e., MyVC) a list of required instructional materials as early as is 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]. Note: Individualized courses, such as directed independent studies, internships, and performance, are exempt from the requirements stated in this section.

- A. The College shall maintain the list on its website for the preceding five (5) academic years and the five-year (5) list must be updated annually by September 1 to include the preceding Fall, Spring, and Summer Terms.
- B. The posted list of required instructional materials must include the International Standard Book Number (ISBN) or other identifying information, which must include, at a minimum: the title, all author 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. The posted list must also be downloadable by current and prospective students.

C. The list of required and recommended instructional materials must be searchable by:

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

D. Course sections where no-cost OER are used will have an icon (as designed by the College) to indicate their status as zero cost.

E. Limited exceptions to the forty-five (45) day posting requirement: For course sections with a limited exception as provided below, the required information must be posted immediately as such information becomes available. Limited exceptions are as follows:

1. The originally adopted 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.

F. Academic Operations will routinely monitor the Instructional Materials Dashboard and provide regular reports to the deans regarding the status and availability of instructional materials, noting adoptions (or absence of adoptions) for each course section by term. Deans are responsible for notifying faculty of any identified issues in sufficient time to make necessary adjustments, ensuring that all instructional materials are accessible to students by the first day of classes.

G. Faculty may not require students to purchase instructional materials other than those duly approved and published on the College website, as set forth in these procedures, with regard to the specific course.

H. Periodic Review of Selected Instructional Materials: Once selected, instructional materials should be used for as long as possible and reviewed periodically to ensure that they remain suitable for the course and that the cost has not increased to an objectionable extent. Ideally, selected instructional materials should be used for at least three (3) academic years.

VI. Reporting Requirements: The College shall follow reporting requirements by September 30 of each year in accordance with 6A-14.092, F.A.C.

~~II. Each campus cluster (East/Winter Park; West/Downtown; Osceola/Lake Nona/Poinciana) must adopt textbooks and other instructional materials no later than forty-five (45) days prior to the first day of classes to allow sufficient lead time to the bookstore to work with publishers to confirm availability of the requested materials and to ensure maximum availability of used books. When courses are added after this forty-five (45) day deadline, textbooks and other instructional materials for such courses shall be adopted as soon as is feasible to ensure sufficient lead time. For purposes of this Procedure, a “bundle” is comprised of two or more instructional materials which can only be purchased together (such as when shrink-wrapped by the publisher) and a “set” is two or more instructional materials that can be purchased separately. Students shall not be required to purchase textbooks or instructional materials (including portions of bundles or sets) that are not used by the faculty member during the course of instruction. Accordingly, all components of a bundle must be used during the course of instruction, and all components of a set as designated for use by the faculty member (in the discretion of the faculty member) must be used during the course of instruction.~~

~~III. Each campus cluster may select up to two different textbooks (including individual instructional materials and/or sets or bundles of instructional materials) for each course.~~

~~A. If a particular textbook, bundle or set (or component(s) of a set) is available in multiple formats, full-time professors may choose to use any format as long as it is less expensive than the officially adopted format. (If an officially adopted textbook is available in print and as an e-book, professors may choose to use the e-book, even if it has a different ISBN, if it is less expensive than the approved traditional book.)~~

~~B. A full-time faculty member may elect to use a textbook, bundle or set of materials from any approved textbook, bundle or set college-wide.~~

~~C. A Campus Provost may approve additional textbooks, bundles or sets of materials that meet the principle underlying this policy: ensuring quality instructional materials at reduced costs available to all students before classes begin, thus enhancing student learning. An annual report of these exceptions will be provided to the District Board of Trustees, the College president, and the Faculty Council.~~

~~D. A Campus Provost may approve a one-time pilot of materials if that pilot results in lower costs to the students than the cost of the adopted instructional materials.~~

- ~~IV. Instructional materials are selected at the discipline level with the participation of full-time faculty members who teach particular courses. Faculty from each campus cluster will be included in the selection processes related to affiliated campuses. If an academic area does not have a full-time faculty member, the dean will select the instructional materials after consulting with the faculty teaching in the area.~~
- ~~V. Faculty in each discipline will use a collaborative, documented process to adopt instructional materials for each course. The process shall include a vote, and each full-time faculty member in a discipline will have a vote. The selection process will ensure that:~~
- ~~A. materials for a given course are suitable, accurate and current.~~
 - ~~B. materials reflect diverse viewpoints, where appropriate.~~
 - ~~C. materials offer students format choices, when possible.~~
 - ~~D. materials are accessible with assistive technologies used by students with disabilities.~~
 - ~~E. materials that might be used by students taking sequential courses are given particular attention.~~
 - ~~F. materials are reasonably priced within the context of the academic area, and affordable alternatives have been carefully evaluated.~~
 - ~~G. significant variations in the cost of materials are avoided or justified using the appeal procedure described below:~~
 - ~~1. If the cost of a set of instructional materials exceeds the cost of a concurrently used or previously used set by more than 20%, the use of the textbook, bundle or set must be approved by the academic dean and the Campus Provost.~~
 - ~~2. The faculty requesting to use the substantially higher priced instructional materials must explain the need for the materials and document the qualities of the materials that make the higher cost necessary.~~
- ~~VI. The College shall collect and maintain, before textbook adoption is finalized, written or electronically transmitted certifications from course instructors attesting:~~
- ~~A. That all textbooks and other instructional items ordered for student use will be in fact be used, particularly each individual item sold as part of a bundled package, and~~
 - ~~B. The extent to which a new edition differs significantly and substantively from earlier versions, and the value of changing to a new edition.~~
- ~~VII. The instructional materials selected through the process described above generally are the only ones for which students may be charged a fee. Instructional materials in addition to the adopted~~

materials may be required, with the approval of the department's textbook committee and the dean, and should be available at the start of a class. Such materials should be provided for no cost, electronically when possible, or at the direct cost for reproduction and copyright permissions where applicable.

- ~~VIII. Employees of the College are prohibited from selling any instructional materials directly to students, parents, other College employees, and to the College (including without limitation the College's bookstore).~~
- ~~IX. Full-time faculty may choose to not use any officially adopted materials, with notification to the academic dean of this choice before book ordering deadlines. Faculty opting out of the use of the adopted materials may use any combination of no cost (free and/or open source) materials, with the review and approval of the department's textbook committee. All course learning outcomes must be met even if the officially adopted materials are not used.~~
- ~~X. Once adopted, instructional materials should be used for as long as possible, and reviewed periodically to ensure that they remain suitable for the course and that the cost has not increased to an objectionable extent. An ideal adoption cycle is at least two years.~~
- ~~XI. Part-time faculty may use only textbooks and other instructional materials approved in accordance with this procedure by full-time faculty on the campus where they teach a class unless an exception is approved by the dean.~~
- ~~XII. Faculty and academic departments are encouraged to participate in the development, adaptation, and review of open-access textbooks, in particular for high-enrolled general education courses.~~
- ~~XIII. The College shall post on its website, as early as is feasible, but not less than 45 days prior to the first day of class for each term, a list of each textbook required for each course offered at the College during the upcoming term. The posted list must include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a 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. For those classes added after the forty-five (45) day notification deadline, the College shall post textbook information on its website immediately as such information becomes available.~~
- ~~XIV. Bookstore personnel will inform faculty and deans of materials that are not available with time for adjustments so materials will be available by the first day of classes.~~

Procedure

History:

Adopted 12-15-82; Amended 11-18-92; Amended 9-17-13; Amended 9-13-16; Amended 11-9-17;
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