

Textbook Certification

Purpose

To be in compliance with Florida Administrative Code rule 6A-14.092, seventy-five (75) days prior to the start of classes, the College is required to submit a list of adopted textbooks and instructional materials to the bookstore. To ensure that this deadline is met, faculty are required to submit a textbook certification report to the Office of Academic Affairs by a specified date each term. The textbook certification report must list all textbooks and instructional materials for each class an instructor teaches.

Procedure for Textbook Certification

Faculty receive an email from the Office of Academic Affairs that includes a current Master Textbook List and a web-link to the institutional form used to adopt textbooks and instructional materials. Faculty are required to review the list and submit any changes using the web-link form. Once all changes have been submitted, the Office of Academic Affairs will send faculty a Textbook Certification Report. Faculty will use this report to verify that the books and instructional materials being designated for student purchase are correct and that the materials will be used in class. This report must be signed by faculty and the Department Chair or Program Director, then returned to the Office of Academic Affairs.

Faculty may contact the Office of Academic Affairs for assistance with this procedure.