**Instructions**

Affordability remains a top priority for the Florida College System (FCS). The Division of Florida Colleges (DFC) requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.).

**Submission**

By September 30, 2024, each college must submit institutional responses for the 2024 FCS Affordability Report via <https://www.research.net/r/FCS2024V2Affordability>.

**NOTE:** This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

**Department of Education Contact**

If you have any questions about completing the report, please contact Christian Cosner, Director of Research and Analytics, at [FCSResearch@fldoe.org](mailto:FCSResearch@fldoe.org).

(For Planning Purposes Only)

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| **College Affordability** |

***Institution Contact Information***

1. College Name

Click or tap here to enter text.

1. Contact Information

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |

# *Tuition and Fees*

1. Did your institution reduce or hold tuition flat over the prior year?

Yes

No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

1. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

Yes

No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

1. Did your institution eliminate administrative fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

# Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

Yes

No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

1. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

Click or tap here to enter text.

|  |
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| Textbook Affordability |

***Policies and Strategies***

1. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

Click or tap here to enter text.

1. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

Click or tap here to enter text.

1. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

Adoption of Open Educational Resources (OER)

Usage of digital textbooks and learning objects

Textbook affordability committees

Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials

Program(s) with no textbook costs

Faculty grants for development of textbooks

Bulk textbook purchasing

Offering students opt-in provisions for the purchase of materials

Offering students opt-out provisions for the purchase of materials

Consideration of the length of time that textbooks and instructional materials remain in use

Course-wide adoption, specifically for high-enrollment general education courses

Other (please specify): Click or tap here to enter text.

***Forty-Five (45) Day Posting Requirement***

1. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

Click or tap here to enter text.

1. Report the number and the total percentage of courses and course sections, including OER and no-cost\* sections, that were not able to meet the textbook and instructional materials posting deadline for the terms below. Please specify how many sections there were with and without reasonable exceptions.

\*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

* **Fall 2023 –** *Total Number of Course Sections*
* **Fall 2023 –** *Number/Percentage of Course Sections Able to Meet 45-Day Deadline*
* **Fall 2023 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception*
* **Fall 2023 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception*
* **Spring 2024 –** *Total Number of Course Sections*
* **Spring 2024 –** *Number/Percentage of Course Sections Able to Meet 45-Day Deadline*
* **Spring 2024 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline With an Allowable Exception*
* **Spring 2024 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline Without an Allowable Exception*

***Searchable Textbooks and Instructional Materials List***

1. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Required Components**

Course subject

Course number

Course title

Name of the instructor of the course

Title of each assigned textbook or instructional material

Each author of an assigned textbook or instructional material

If any component of your institution’s list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

***Downloadable Textbooks and Instructional Materials List***

1. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

Click or tap here to enter text.

***Icon for No-Cost OER and No-Textbook Course Sections***

1. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Not checking a box will indicate the answer is N/A. Select all that apply.

Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.

Through the bookstore website (vendor or college-managed).

Through the course registration system.

Other (please specify): Click or tap here to enter text.

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

***General Education Core Course Syllabi Components and Forty-Five (45) Day Posting Requirement***

1. Indicate whether all general education core course syllabi included the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Required Components**

Curriculum

Goals

Objectives

Student expectations of the course

How student performance will be measured

If your institution’s general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

1. Indicate whether your institution met the course syllabi posting requirements below for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is N/A. Select only one.

Reasonable exceptions include:

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

**Posting Requirements**

The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.

The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.

The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation, and identify activities to come into compliance.

Click or tap here to enter text.

***Textbook and Instructional Materials List Five-Year (5) Posting Requirement***

1. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years below by September 1, 2024, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Preceding 5 Academic Years**

2018-19

2019-20

2020-21

2021-22

2022-23

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

1. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components below by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

**Required Components**

Course subject

Course number

Course title

Name of the instructor of the course

Title of each assigned textbook or instructional material

Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance.

Click or tap here to enter text.

1. Please provide the URL where the five-year textbooks and instructional materials list(s) is posted.

Click or tap here to enter text.

# *Financial Aid Policies That Promote Affordability*

1. Identify specific institutional financial aid policies or programs that promote affordability. Not checking a box will indicate the answer is N/A. Select all that apply.

Targeted aid to students close to completing (including Last Mile)

Targeted aid to students who were in need, but not eligible for Pell Grants

Emergency student aid fund for students in emergency financial situations with unplanned costs

Single online scholarship application management system for all institutional scholarships

Partnerships with community-based organizations

Other (please specify): Click or tap here to enter text.

# *Other Affordability Strategies*

1. Provide any additional information about any innovative or new affordability strategies. **(Optional)**

Click or tap here to enter text.