

New Administrative Procedure

AP 5031 Instructional Materials

Legal References: [Education Code Section 76365 Authorized Fees.](#)

[Title 5 § 54221. Burden-Free Access to Instructional Materials.](#)

[Title 5 § 59400. Required Instructional Materials.](#)

PCC is committed to reducing financial barriers for students, including those imposed by the cost of instructional materials. Students may be required to provide instructional and other materials for credit or non-credit courses. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District. Instructors are responsible for selecting instructional materials and shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course. This includes books, manuals or workbooks, software and homework systems, and supplies.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. Materials shall not be considered to be solely or exclusively available from the District if they are provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

The District also recognizes the importance of students having access to required materials as soon as their classes begin to support academic success. The District will support student access to required instructional materials from the first day of class onward and minimize financial and administrative burdens to students.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

In order to minimize the cost of instructional materials and facilitate affordable access to materials from the first day of class throughout the duration of each semester or intersession, the District will take the following steps:

- Recognize that reducing and eliminating the cost of instructional materials is institution-wide responsibility shared by all instructional areas as well as Administration, Student Services, Business Services, Financial Aid, Information Technology Services, and Institutional Equity, Diversity, and Justice
- Offer robust professional development on strategies for reducing and eliminating instructional materials costs
- Encourage faculty, academic divisions, and programs to regularly assess, document, and report the costs of their required instructional materials and explore alternatives such as adopting Open Educational Resources (OER) or using library-licensed materials
- Review costs of all instructional materials, including but not limited to textbooks, on an ongoing basis as part of the curriculum review process with the goal of eliminating these costs
- Facilitate the adoption, creation, and adaptation of OER whenever feasible
- Strengthen collaboration between PCC Librarians and teaching faculty to increase acquisition and use of library-licensed materials
- Expand sustainable ZTC pathways with an initial focus on high-enrollment degrees and certificates
- Develop and maintain financial aid policies that support timely disbursement to students
- Engage in collaborative cost-reduction strategies such as leveraging community partnerships and exploring consortium purchasing of supplemental materials, supplies, and equipment
- The Vice President of Instruction will provide annual updates to the Board of Trustees on campus progress toward eliminating student-borne instructional materials costs

While the District is committed to reducing and eliminating student-borne instructional materials costs whenever feasible, it will not compromise accessibility, infringe upon the academic freedom of faculty, violate copyright law, engage in practices such as automatic textbook billing which pass fees along to students, or provide access to required materials only at the beginning of academic terms.