

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

**Chapter 5
Student Services**

AP 5031 Instructional Materials

References:

Education Code Section 76365;
Title 5 Sections 54221 and 59400 et seq.
Associated with BP 5030 Fees

Students may be required to provide instructional materials required for a credit or non-credit course. 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.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

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.

The District will ensure student access to textbooks and supplemental materials that are needed on the first day of class. The District will strengthen student access to other instructional materials before their required use in any course to minimize financial and administrative burdens to students.

Coastline College students who need access to course instructional materials may visit the Coastline College Library for assistance or contact the Coastline College Library at (714) 241-6117 or library@coastline.edu.

Golden West College (GWC) students who need access to course instructional materials may visit the GWC Library for assistance or contact the GWC Library at (714) 895-5181 or library@gwc.cccd.edu.

For first day access, the Orange Coast College (OCC) Library has one or more copies of every textbook available at the OCC Bookstore, provided by the OCC Foundation. Students may visit the OCC Library in person or online, or by contacting the OCC Library at (714) 432-5885.

The District will publish these regulations in each College catalog.

Definitions

"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.

"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. A material shall not be considered to be solely or exclusively available from the District if it is 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.

"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.

Establishing Required Materials and Related Fees

The need for instructional materials and associated fees shall be determined primarily by the discipline instructors, in consultation with the department chair, and reviewed and approved by the College Curriculum Committee. Determinations must align with course objectives, student learning outcomes, and accessibility requirements, ensuring that materials are essential to achieving course competencies. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The College Curriculum Committee and the Vice President of Instruction at the College level, and the Vice Chancellor of Educational Services and Technology at the District level, shall ensure compliance with the definitions and requirements outlined in Title 5 and Education Code. This includes determining if instructional materials are of continuing value outside of class, if the instructional material is or is not solely or exclusively available from the District, and ensuring that associated fees reflect actual costs.

Instructional materials will be made available through the College Bookstore, online platforms, or approved vendors. Instructors shall provide students with detailed information on required materials, including cost, format, and access options, at the start of each term.

All approved instructional materials fees shall be published in the College Catalog and Schedule of Classes. Fees will be collected by the College Business Office or authorized vendor at the time of registration or purchase, in accordance with

established District accounting and audit procedures.

The District Educational Services and Technology Division, Vice President/Office of Instruction at the College, and the Office of Student Services will be responsible for gathering data related to fees.

Ratified January 21, 2026