

---

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5031 INSTRUCTIONAL MATERIALS**

Allan Hancock Joint Community College District may require students enrolled in credit or noncredit courses and programs to obtain certain instructional and other materials including, but not limited to, textbooks, tools, equipment, clothing/uniforms, clay/wood, flowers/food, and those materials which are necessary for a student's vocational training and employment. Required instructional materials are defined as materials that a student must possess to achieve the required course objectives.

Credit and noncredit students may be required to provide instructional and other materials in order to register into a class only when such materials are not solely or exclusively available from the district. Materials are not considered solely or exclusively available from the district if the materials are provided at cost and there are health and safety reasons for the district being the provider, or if the materials are provided in lieu of other, more expensive materials available elsewhere.

Instructional materials may be required under any of the following conditions:

- a. when the materials are used in the production of an "end product" that has continuing value to the student outside of the classroom setting.
- b. when the materials are not rendered valueless as they are applied in achieving the required objectives of the course;
- c. when the materials are tangible personal property that is owned or primarily controlled by the student.

Legal References: Title 5, Sections 59400-59408  
Education Code Sections 76365 and 81458

---

**Adopted: 1/21/86**  
**Revised: 12/11/01**

**Reviewed: 6/14/22**

---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5031 INSTRUCTIONAL MATERIALS**

When credit and noncredit students are required to provide certain instructional and other materials as a condition of enrollment into a class, the following procedures will be used:

1. Student will be notified (via the class schedule) of those courses in which students may be required to obtain instructional materials.
2. A list of all instructional and other materials to be required in a course will be made available to students no later than the first class meeting each term.
3. Instructional and other materials may be obtained by direct purchase from the bookstore or from any other supplier.

---

**Approved: 1/21/86**  
**Revised 3/8/16**

**Revised: 12/11/01**  
**Reviewed: 5/10/22**

*(Replaces Administrative Procedure 6411.01)*