

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4920 TEXTBOOK SELECTION**

Upon consideration of recommendations by the discipline faculty, it is the responsibility of academic departments to approve textbooks, consider whether to allow alternatives, decide whether a text is required, and ensure these options are reflected in the official course outline of record.

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**Revised: 3/11/04**  
**Revised: 1/16/18**  
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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4920 TEXTBOOK SELECTION**

For the purposes of these procedures, “textbook” includes any required or recommended instructional materials, including books, lab manuals, electronic or multimedia materials, or open educational resources (OER).

If materials are temporarily made available to students through an access fee or license, those materials must have continuing value to the student after the class ends. 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.

Instructors are encouraged to adopt textbooks for a 2-3 year period or the duration of the publishing cycle between editions.

The official Course Outline of Record Should indicate whether textbooks and other instructional materials are required or optional. Because text selection and currency can affect articulation and student transfer, textbooks should be published within the last five years.

All electronic and digital instructional materials must meet Section 508 accessibility standards.

See also Board Policy and Procedures 5031 Instructional Materials

**References:** Education Code Section 76365;  
Title 5 Sections 59400 et seq.

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