

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Instructional Materials (Textbook) Policy	Effective Date	14/06/2026
	Policy Subject	Academic	Last Review date	
	Policy Number	ACA-007	Next Review date	14/06/2029
	Responsible Entity	Vic President for Academic Affairs	Approved By	President

Overview

A student who does not have the assigned textbook is at a real disadvantage in a course built around it, and AIU has, in practice, expected instructors to verify that students obtain assigned materials. This policy formally adopts that expectation as University policy, states the specific and proportionate consequence for non-compliance so it is applied the same way in every section of a course, and connects the obligation to obtain course materials with the right to receive them in an accessible format where a disability accommodation requires it. This policy is consistent with parity of academic expectations across course sections and sufficiency of student academic support.

Scope

This policy applies to every AIU undergraduate course for which an instructor of record assigns a required textbook or other required instructional material, whether print or electronic, and to all enrolled students in that course. It does not apply to optional or recommended materials, which an instructor may identify separately in the syllabus.

Purpose

The purposes of this policy are to:

- state clearly that a student enrolled in a course with a required textbook is expected to obtain it, in the format specified by the instructor;
- define the instructor's obligation to verify compliance and the specific, capped academic consequence for non-compliance, so the same standard applies across every section of a course;
- connect this obligation to the accessible-format accommodation process under STU-003; and
- demonstrate compliance with accreditation requirements.

Abbreviations and Definitions

Required Instructional Material: A textbook, courseware package, lab manual, or other material an instructor designates in the syllabus as required (not optional or recommended) for a course.

Compliance Verification: The process by which an instructor confirms, by the deadline stated in Article 2, that each enrolled student has obtained the Required Instructional Material for the course.

Participation and Preparedness Component: The portion of a course's final grade, stated in the syllabus, that reflects a student's preparedness for class, of which compliance with this policy may form a part under Article 3.

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Policy

Article 1: Designation of Required Materials

An instructor of record designates any Required Instructional Material for a course in the syllabus distributed at the start of the semester, including the exact edition, ISBN or platform-access code, approximate cost, and where the material may be obtained or rented. An instructor may not require a material not listed in the syllabus without providing at least two weeks' notice and, where the change increases student cost, Department Chair approval.

Article 2: Student Obligation and Verification Deadline

A student enrolled in a course with a Required Instructional Material obtains it, in the format specified, by the end of the second week of the semester (or, for a course beginning after the semester start, by the end of that course's first week). The instructor conducts Compliance Verification by the same deadline, using a method appropriate to the material (for example, confirming digital-platform access, or a brief in-class check for a physical text) and records the result.

Article 3: Consequence of Non-Compliance

Where a student has not obtained the Required Instructional Material by the Article 2 deadline, and the syllabus states that Compliance Verification forms part of the course's Participation and Preparedness Component, the instructor may reduce that student's Participation and Preparedness Component for the relevant weeks, in an amount stated in the syllabus and not exceeding five percent (5%) of the student's final course grade in total for the semester. Non-compliance with this policy does not, by itself, result in removal from the course, an administrative withdrawal, or a grade reduction outside the Participation and Preparedness Component. An instructor applies this consequence consistently to every student in every section of the same course.

Article 4: Accessible Formats and Financial Hardship

A student who requires an alternative-format instructional material as a disability accommodation requests it through the Disability Services Coordinator under STU-003, and the deadline in Article 2 is adjusted to a reasonable date reflecting the time needed to produce or obtain the accessible format. A student experiencing genuine financial hardship in obtaining a Required Instructional Material may raise the matter with the Student Affairs Office, consistent with FIN-007, before the Article 2 deadline; a School or Department may also, at its discretion, maintain a limited reserve or loan copy through the Library for short-term use while a hardship request is resolved.

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Procedures

1. The instructor publishes Required Instructional Materials in the syllabus at the start of the semester.
2. The instructor conducts Compliance Verification by the Article 2 deadline and records the result for each enrolled student.
3. Where non-compliance is identified and the syllabus provides for a grade consequence, the instructor applies the stated, capped reduction to the Participation and Preparedness Component.
4. A student requiring an accessible-format accommodation or raising a financial-hardship concern follows the Article 4 process instead of, or in addition to, standard verification.
5. The Department Chair reviews Compliance Verification practices across course sections at the end of each semester to confirm consistent application.

Exceptions

An exception to the Article 2 deadline or the Article 3 consequence cap for an individual student is approved by the Department Chair. An exception of substantial impact, such as a University-wide adjustment arising from a supply disruption affecting a required material, is escalated to the VPAA and requires approval by the President.

Related Policies

- STU-003 Disability Services and Accessibility Policy
- FIN-007 Financial Aid and Scholarship Policy
- ACA-005 Library and Information Resources Policy

President Signature

Signature: _____ Date: _____