

STUDENT SERVICES

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365
Title 5 Sections 59400 et seq.

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.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

DEFINITIONS:

Required Instructional Materials: 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:** 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:** 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 an instructional material fee is determined by the discipline faculty in consultation with the department chair, the division dean, and staff in the Office of Instructional Services. The instructional material fee is assessed if it complies with the definitions above and has been approved by the dean.

Based upon scheduled offerings, all active instructional material fees are to be published in the class schedule. The fees are to be assessed through the District's information system and paid to the Cashier's Office. Departments will make arrangements to provide the materials to students in a timely fashion.

Office of Primary Responsibility: Instructional Services Student Services