

AP 5031 Instructional Materials Fees

Reference:

**Education Code Section 76365;
Title 5, Section 59400 et seq.**

- 1.0 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.
- 2.0 Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
- 3.0 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.
- 4.0 Instructors shall take reasonable steps to minimize the cost of instructional materials.
- 5.0 **Definitions:**
 - 5.1 “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 is necessary to achieve the required objectives of a course.
 - 5.2 “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.
 - 5.3 “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 hour.
- 6.0 **Establishing Required Materials and Related Fees:**
 - 6.1 For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Curriculum Committee for recommending such fees shall be followed.

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- 6.1.1 As a part of the process for establishing fees, justification must be provided of how the request meets the State criteria for allowable fees; and calculation and support data for determining fees must be provided.
 - 6.2 Fees approved by the Curriculum Committee will be forwarded to the District Curriculum Coordinating Committee for approval.
 - 6.3 Fees approved by the District Curriculum Coordinating Committee will be submitted to the Board of Trustees for final approval.
 - 6.4 The campuses shall publish procedures for collecting fees.
 - 6.5 The Vice President of Instruction at each campus shall be responsible for gathering related data and responding to the California Community Colleges Chancellor's Office inquiries regarding these fees.
- 7.0 The District will publish these regulations in each college catalog.

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September 25, 2006