

Instructional Materials Fees

Reference: Education Code Sections 76365; Title 5, Section 59400 et seq.

Students may be required to provide instructional and other materials required for a credit or noncredit 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 and other materials” means any instructional and other materials which a student must procure or possess as a condition of enrollment in a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of a Professor during class hours.

“Solely or exclusively available from the District” means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. 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; It is otherwise generally available, but is provided solely or exclusively by the District for health and safety reason; or it is provided in lieu of other generally available, but more expensive, material which would otherwise be required.

“Required instructional and other 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 a Professor during class hours.

Establishing Required Materials and Related Fees

Required materials and any related fees will be determined by the instructor, in consultation with the appropriate Dean, and the Chief Instructional Officer.

These materials will be provided by the instructor, unless they are special program materials

that will be provided by designated vendors.

Materials and fees are published in the catalog. They are due at the time of enrollment and may be paid in the Cashier's Office, unless arranged in advance with the designated vendor.

The Chief Instructional Officer is responsible for compliance with definitions, and gathering related data in response to any Sate Chancellor's Office inquiries.

See also BP/AP 5035 - Withholding of Student Records

07/26/11 Board Information Item
05/15/18 College Council Review
06/12/18 Board Information item