



## **AP 5031 Instructional Materials**

### **References:**

Education Code Sections 76365;

Title 5 Sections 59400 et seq.;

California Community College Chancellor's Office Student Fee Handbook

### **I. Definitions**

- a. "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 the instructor determines is necessary to achieve the required objectives of a course.
- b. "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.
- c. "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.
- d. "Instructional Materials Fees" shall refer to fees for required instructional materials that the District charges and collects from a student along with course enrollment fees. The phrase does not apply to costs of required instructional materials, such as required textbooks, that a student incurs from a third-party seller.

### **II. Guidelines for Required Instructional Materials**

- a. 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.

- b. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
- c. Where required 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.
- d. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of required instructional materials.
- e. The District shall publish these procedures in the college catalog.

### **III. Guidelines for Required Instructional Materials Fees**

- a. In establishing any instructional materials fees, the District shall adhere to the guidelines published in the Student Fee Handbook by the California Community College Chancellor's Office (CCCCO).
- b. All approved instructional materials fees associated with the specific courses shall be included as part of the course description in the class schedule.
- c. All instructional materials fees shall be charged and collected with the enrollment fees for the course.
- d. The District shall regularly review all instructional materials fees to determine that the fee is appropriate and reasonable.
- e. The Offices of Instruction and Student Services shall coordinate the gathering of any data necessary to respond to inquiries regarding fees by the California Community Colleges Chancellor's Office.

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