

AP 5031 Instructional Materials Fees

Reference:

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

Students may be required to provide instructional and other materials required for a credit or non-credit course.

Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class."

"Required instructional and other materials" means any instructional and other 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 those required objectives of a course which are to be accomplished under the supervision of an instructor 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. 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 material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material 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 an instructor during class hours.

Establishing Required Materials and Related Fees

The need to charge students a fee for instructional materials provided by the District shall be determined by the division wishing to implement the fees, and approved by the Vice President for Academic Services.

The division should describe by course, the materials to be provided to the student, the approximate cost to the District, and the fee to be charged. The division should include a brief justification of why the material(s) should be provided by the college.

Divisions will assign an appropriate faculty or staff person to distribute the materials to students. Records acknowledging receipt of the materials by the students shall be maintained by the division.

Approved instructional materials fees shall be published in the District's catalog and class schedules. Divisions will make arrangements with the Business Services Office to collect fees along with all other registration fees.

The Vice President for Academic Services shall respond to inquiries by the State Chancellor's Office regarding instructional materials fees.

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