



## **AP 5031 Instructional Materials Fees**

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.

Most courses require a material/instructional usage fee. Charges vary and are subject to change. Students should consult the current schedule of classes for fee amounts, which are noted under the appropriate class description.

Material fees are due at the time of registration and are not subject to waiver.

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" 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.

"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.



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"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.

**Establishing Required Materials and Related Fees**

The recommended materials fee shall be reviewed by the Office of Instructional Support to ensure compliance with regulations.

The Office of Budgeting Services will submit the recommended materials fees to the Governing Board for final approval.

The lecture or laboratory faculty member will provide students with the materials covered by the fee.

The schedule of classes, which is updated on a regular basis and available on-line, contains the most recent information regarding instructional materials fees.

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

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