

## **AP 5031 Instructional Materials Fees**

### **Reference:**

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

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.

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 of instructional materials.

### **Definitions**

“Required instructional” 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. Material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
2. Material is provided in lieu of other generally available but more expensive material which would otherwise be required.

“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.

## AP 5031 Instructional Materials Fees

### Reference:

***Education Code Section 76365***

***Title 5V Section 59400 et seq.***

Students may be required to provide purchase 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.

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 of instructional materials.

The District will publish this information in the schedule - online and printed.

### Definitions

- “Required Instructional”  
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 in necessary to achieve the required objectives of a course.
- “Solely or Exclusively Available from the District”  
Material is available only 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:
  - Material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
  - Material is provided in lieu of other generally available but more expensive material which would otherwise be required.
- “Required Instructional Materials Which Are of Continuing Value Outside of the Classroom Setting”  
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**

Materials and related fees may be established/determined by one or more of the following methods:

- Need of material(s);
- Procurement of material(s)
- Procedures for publishing and collecting fees.
- Responsibility of research data and responding to the State Chancellor’s Office inquiries regarding these fees (where applicable).

**Tentative Approval: September 2017**

Approved by the Board of Trustees: August 13, 2002