

AP 5031 Instructional Materials Fees

Reference:

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

Students may be required to provide instructional and other 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 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 require 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 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

For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Board of Trustees for recommending such fees shall be followed:

1. As a part of the process for establishing fees, justification must be provided of how the request meets the State criteria for allowable fees; and calculation and support data for determining fees must be provided.
2. Fees approved by the Vice President of Instruction will be submitted to the Board of Trustees for final approval.
3. The Office of Instruction responds to inquiries from the California Community College Chancellors' Office.
4. All instructional material fees are published in the class schedule.
5. Fees will be collected through the Taft College cashier, or Bookstore; for distribution by the Bookstore or instruction after the payment of fees.