



Policy

5031 Instructional Materials Fees

The District recognizes that fees may present significant barriers to students and, as such, should be avoided when possible. The District also recognizes that some instructional materials have continuing value to the student outside of the classroom setting and that providing these materials to students free of charge may represent a prohibited gift of public funds.

The Chancellor shall ensure that the District develops policies to thoughtfully establish and regularly review Instructional Materials Fees.

References:

Adopted: April 10, 2019
Last Reviewed: April 10, 2019

Administrative Procedure

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.

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.

“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

- How need is determined and by whom.
- How compliance with definitions is determined and by whom.
- How materials will be provided and by whom.
- Procedures for publishing and collecting fees.

- Who is responsible for gathering related data and responding to the California Community Colleges Chancellor's Office inquiries regarding these fees.

Materials fees are recommended by faculty members and validated by their faculty peers as part of the curriculum approval process for each college.

Faculty members shall endeavor to utilize course resources readily available to students at minimal cost and to require or suggest their purchase through external vendors whenever possible. When it is determined that these materials should instead be provided by the college in exchange for a materials fee, the faculty member shall submit a materials fee form through the curriculum approval process. This form (which generally exists as a set of fields within the electronic course record) shall include at minimum:

1. An itemized listing of items the student will receive upon payment of the materials fee and their costs, including a total value.
2. A description of how these items relate to the required objectives of the course .
3. Verification that the materials have continuing value outside the classroom.
4. Verification that the amount of materials students receive in exchange for the fee is consistent with the amount needed to meet the required objectives of the course.
5. An explanation as to why the student must purchase the items from the District, e.g. for health and safety reasons or because the District will supply the materials at their cost which is lower than they can be obtained elsewhere.

Regular Review of Materials Fees

Members of the curriculum committee shall review the materials fee form and validate that the five criteria have been met and that the fee is justified. Materials fees shall be reviewed on a regular basis as part of the cyclical review of curriculum (e.g. at least once every five years).

Changing Materials Fees

If faculty or college officials determine that the criteria have changed (e.g. the list of required items or their values have changed or items are no longer needed), then the required instructional materials fee may be reduced or eliminated administratively, with such changes appearing as notification items on the Curriculum Committee agenda. If the materials fee needs to increase, the faculty member shall submit an appropriate modified form for review and validation by the Curriculum Committee.

Charging and Collecting Fees and Distributing Instructional Materials

Materials Fees represent course-level standard expectations, not instructor-level variability of approach to the course outline. As such, once established, the materials fee shall be charged to each student enrolling in each section of the course. The online schedule of classes shall specify the charge whenever approved, e.g. "Materials Fee = \$40." Students shall pay materials fees as a component of the registration process. The instructor and/or the instructional department shall provide the materials to the student at the appropriate time within the course schedule. Students withdrawing from a course with a materials fee shall be provided the opportunity, following standard college timelines, for reimbursement of fees, provided they have not been consumed, altered, or rendered valueless by the student.

1 Reporting

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3 The Office of Instruction shall be responsible for gathering related data and responding to California
4 Community Colleges Chancellor's Office inquiries regarding materials fees.

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6 **References:**

7 Education Code Section [76365](#); Title 5 Sections [59400 et seq.](#); [Student Fee Handbook \(Legal Affairs,](#)
8 [CCCCO\)](#)

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10 **Procedure Last Revised:** April 10, 2019

11 **Last Reviewed:** April 10, 2019