

## INSTRUCTIONAL AND COURSE 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” 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.

Requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
2. The materials shall be personal property which are owned or primarily controlled by an individual student.
3. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
4. Where the materials are available to a student through a license or access fee, the license or access fee shall be available to students for up to two years, satisfying the requirement that instructional materials must have continuing value outside the classroom setting. Students have the option of paying a lower price for a shorter access period. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
5. Faculty members shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

6. The material shall not be solely or exclusively available from the District except if it is provided to the student at the District's actual cost; and:
  - a. The material is otherwise generally available, but is provided by the District for health and safety reasons; or
  - b. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the District to students at no cost to the student.

The college shall issue a full refund of material fees paid in the event a class is canceled by the college or if the student drops the class prior to the refund deadline. The students shall return all unused materials issued by the college to the faculty member.

Each college will publish this policy in their college catalog.

*Reference:*

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

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