

## **AP 5031      Instructional Materials Fees**

Reference:      ***Education Code Section 76365; and  
Title 5 Sections 59400 et seq.***

Date Issued:      June 10, 2013

Updated: **July 17, 2018**

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**NOTE: This procedure is legally required. Local practice may be inserted.**

Grossmont-Cuyamaca Community College District (District) 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.

District Instructors shall take reasonable steps to minimize the cost 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**

**NOTE:** *Insert local procedures here, including:*

- 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 State Chancellor's Office inquiries regarding these fees.

**Establishing Instructional Materials and Related Fees:**

In establishing any instructional fees, the District adheres to guidelines published annually in the Student Handbook by the California Community Colleges Chancellor's Office (CCCCO).

Disciplines or departments identify the need for required and/or non-mandatory fees. In addition, all student fees are reviewed on an annual basis for currency. Requests for new fees are submitted via a "Request for Non-mandatory Student Fee" form. All such requests are reviewed and signed off by department chairs and the appropriate administrators at both the college and district levels to ensure that they meet regulatory requirements. The requested fees are then forwarded to the Chancellor and require approval by the Governing Board prior to implementation.

All approved fees associated with specific courses are included as part of the course description in the Schedule of Classes. Instructional materials fees are primarily collected along with enrollment fees at the time of registration.

Students will be directed by their instructors or the appropriate department personnel as to where they can obtain the instructional materials.

The District Business Services Department is responsible for gathering data related to student fees and for disseminating that information to the appropriate college personnel. The Vice Chancellor Business Services responds to inquiries from the CCCCCO related to instructional materials fees.