

## **INSTRUCTIONAL MATERIALS FEES**

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.

"Instructional and other materials" may include any personal property that is owned or primarily controlled by an individual student.

"Required instructional and other materials" means any instructional and other materials that a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material that 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 and other materials that are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and that 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.

Board Policy 5017 states each college may require enrolled students to provide certain instructional materials. The instructors determine what textbooks and/or instructional materials are needed for their classes. The Bookstores post lists that indicate which textbooks the instructors require. Eligible students unable to buy their books may apply for assistance through the EOPS or the Financial Aid Office. District and college policy regarding instructional material fees are published in the college catalogs.

The Chancellor or designee is responsible for gathering data and responding to the state Chancellor's Office inquiries regarding instructional materials fees.

California Education Code, Section 76365  
Title 5, California Code of Regulations, Sections 59400, 59402, 59404