

Student Services

1 **AP 5031 INSTRUCTIONAL MATERIALS FEES**

2 **References:**

3 Education Code Section 76365;
4 Title 5, Sections 59400 et seq.;

5 Students may be required to purchase instructional materials required for a credit or non-
6 credit course. Such materials shall be of continuing value to a student outside of the
7 classroom setting and shall not be solely or exclusively available from the District.

8 There are strict limitations on charging a “required instructional materials” fee. Such
9 materials include, but are not limited to textbooks, tools, equipment, clothing, and those
10 materials which are necessary for a student's career/technical training and employment.

11 Required instructional materials shall not include materials used or designed primarily for
12 administrative purposes, class management, course management, or supervision.

13 When instructional materials are available to a student temporarily through a license or
14 access fee, the student shall be provided options at the time of purchase to maintain full
15 access to the instructional materials for varying periods of time ranging from the length of
16 the class up to at least two years. The terms of the license or access fee shall be provided
17 to the student in a clear and understandable manner prior to purchase.

18 Instructors shall take reasonable steps to minimize the cost and ensure the necessity of
19 instructional materials.

20 The District will publish these regulations in the college catalog.

21 **Definitions**

22 • “Required instructional materials” are items that the student must obtain or
23 possess as a condition of registration, enrollment, or entry into a class; or any items
24 the instructor determines necessary to achieve the required objectives of a course.

25 • “Solely or exclusively available from the District” means that instructional materials
26 are not available except through the District, or that the District requires that
27 instructional materials be purchased or obtained by it. Instructional materials shall
28 not be considered to be solely or exclusively available from the District if they are
29 provided to the student at the District’s actual cost and 1) the instructional materials
30 are otherwise generally available but are provided solely or exclusively by the
31 District for health and safety reasons or 2) the instructional materials are provided
32 in lieu of other generally available but more expensive materials that would
33 otherwise be required.

- 34 • "Required instructional materials which are of continuing value outside of the
35 classroom setting" are materials which can be taken from the classroom setting
36 and which are not wholly consumed, used up, or rendered valueless as they are
37 applied in achieving the required objectives of a course to be accomplished under
38 the supervision of an instructor during the class.

39 Auditing students shall not be permitted to use instructional materials paid for by students
40 who are not auditing the class such that auditing students are effectively subsidized by
41 regular students.

42 It shall be permissible for the College to sell to students those materials necessary for the
43 making of articles by persons in the class. Such materials are to be sold to the student
44 at the cost to the College, and the article shall become the property of the student.

45 An across-the-board or per unit instructional materials fee is prohibited.

46 If specific course objectives for independent study have not been finalized at the point
47 students register for a course, instructional materials fees shall not be assessed at
48 registration, as such fees must be directly related to course objectives.

49 Students may only be required to pay for instructional materials as provided above.

50 If instructional materials fees are charged or are proposed to be charged, the originating
51 office, department, and/or manager shall review the permissibility of such fee(s) according
52 to the following rubric:

- 53 1. What personal property (material) does the student need? If a fee is charged,
54 what does the student get for the fee?
55 2. How does this material relate to the required objectives of the course? The
56 District should be able to identify a specific course objective that cannot be met
57 but for the use of the materials at issue.
58 3. Does the material have continuing value outside the classroom?
59 4. Is the amount of materials the students must supply, or the amount that they
60 receive in exchange for the fee that is charged, consistent with the amount of
61 material necessary to meet the required objectives of the course?
62 5. If the District charges a fee rather than having students furnish the materials, why
63 do the students have to pay a fee to the District rather than supply the materials
64 themselves? Is the District the only source of the materials? If not, is there some
65 health or safety reason for the District to supply the materials? If not, will the
66 District supply the material more cheaply than the material can be obtained
67 elsewhere AND at the District's actual cost?

68 **Establishing Required Materials and Related Fees**

69 Periodically, the Vice President of Academic Affairs or designee conducts a review of
70 materials fees. Materials fees for courses are published in the College's Schedule of
71 Classes. When new courses are initiated by faculty and a materials fee is recommended,
72 the recommended materials fee shall be reviewed by the Vice President of Academic
73 Affairs or designee to ensure compliance with regulations.

74 The Cerritos College Catalog, which is updated annually, contains the most recent
75 information regarding instructional materials fees.

76 Offices of Primary Responsibility: Vice President, Student Services
77 Vice President, Academic Affairs
78 Vice President, Business Services

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