

**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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