Cerritos Community College District Procedure

No. 5031

Student Services

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:
- Education Code Section 76365;
- Title 5, Sections 59400 et seq.;

Students may be required to purchase 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.

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

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

When 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.

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

The District will publish these regulations in the college catalog.

Definitions
- “Required instructional materials” are items that the student must obtain or possess as a condition of registration, enrollment, or entry into a class; or any items the instructor determines necessary to achieve the required objectives of a course.
- “Solely or exclusively available from the District” means that instructional materials are not available except through the District, or that the District requires that instructional materials be purchased or obtained by it. Instructional materials shall not be considered to be solely or exclusively available from the District if they are provided to the student at the District's actual cost and 1) the instructional materials are otherwise generally available but are provided solely or exclusively by the District for health and safety reasons or 2) the instructional materials are provided
in lieu of other generally available but more expensive materials that 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.

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

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

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

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

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

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

1. What personal property (material) does the student need? If a fee is charged, what does the student get for the fee?

2. How does this material relate to the required objectives of the course? The District should be able to identify a specific course objective that cannot be met but for the use of the materials at issue.

3. Does the material have continuing value outside the classroom?

4. Is the amount of materials the students must supply, or the amount that they receive in exchange for the fee that is charged, consistent with the amount of material necessary to meet the required objectives of the course?

5. If the District charges a fee rather than having students furnish the materials, why do the students have to pay a fee to the District rather than supply the materials themselves? Is the District the only source of the materials? If not, is there some health or safety reason for the District to supply the materials? If not, will the District supply the material more cheaply than the material can be obtained elsewhere AND at the District's actual cost?
Establishing Required Materials and Related Fees

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

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

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

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