BP 5031 INSTRUCTIONAL MATERIALS

The District may require students enrolled in credit or noncredit courses and programs to obtain certain instructional and other materials including, but not limited to, textbooks, tools, equipment, clothing/uniforms, clay/wood, flowers/food, and those materials which are necessary for a student's vocational training and employment. Required instructional materials are defined as materials that a student must possess to achieve the required course objectives.

Credit and noncredit students may be required to provide instructional and other materials in order to register into a class only when such materials are not solely or exclusively available from the District. Materials are not considered solely or exclusively available from the District if the materials are provided at cost and there are health and safety reasons for the district being the provider, or if the materials are provided in lieu of other, more expensive materials available elsewhere.

Instructional materials may be required under any of the following conditions:

a. when the materials are used in the production of an "end product" that has continuing value to the student outside of the classroom setting;

b. when the materials are not rendered valueless as they are applied in achieving the required objectives of the course;

c. when the materials are tangible personal property that is owned or primarily controlled by the student.

References: Education Code Sections 76365 and 81458; Title 5, Sections 59400-59408

Adopted: 1/21/86
Revised: 12/11/01
Revised: 4/12/16
(Replaces Board Policy 6411)
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.

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

**Materials Fees**

When credit and noncredit students are required to provide certain instructional and other materials as a condition of enrollment into a class, the following procedures will be used:

1. Student will be notified (via the class catalog or schedule) of those courses in which students may be required to obtain instructional materials.

2. A list of all instructional and other materials to be required in a course will be made available to students no later than the first class meeting each term.

3. Instructional and other materials may be obtained by direct purchase from the bookstore or from any other supplier.

**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 Catalog or 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 Office of Academic Affairs gathers related data and responds to inquiries from the State Chancellors' Office regarding fees.

Material fees are published in the class catalog or schedule and other appropriate documents and collected as part of the registration process.

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

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

---

Approved: 1/21/86
Revised: 12/11/01
Revised: 3/8/16

*(Replaces Administrative Procedure 6411.01)*