

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5031 INSTRUCTIONAL MATERIALS FEES

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

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.

Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

"Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class, or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

"Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the 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 material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other 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 class hours.

Establishing Required Materials and Related Fees

For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Curriculum Committee for recommending such fees shall be followed. The request must comply with the definitions above.

As part of the process for establishing fees, justification must be provided of how the request meets the State criteria for allowable fees; and calculation and support data for determining fees must be provided.

The Office of Instruction responds to inquiries from the California Community College Chancellors' Office.

All instructional material fees are published in the class schedule.

Board Approved 03/02/10