

**Student Services**

This legally required procedure was reviewed as part of the regular cycle of review and compared to the model CCLC. Formatting updated, non-substantive edits. Please closely review “Establishing Required Materials and Related Fees” to ensure the language reflects current practices.

This is a 10+1. Mici 9-28-2023

To Eresa/Administrative Services 10-25-2023

Edits as noted. Jonathan E./SLS 12-4-2023

To Academic Senate 12-4-2023

**AP 5031 INSTRUCTIONAL MATERIALS FEES****References:**

Education Code Section 76365;

Title 5 Sections 59400 et seq.

~~Starting from the fiscal year 2022-23, The district shall fund material fees in the approved course outline of record and has removed the practice of charging students for instructional materials fees.~~

**Commented [DK1]:** I would switch the order: district removed practice of charging students and will fund material fees.

The District has removed the practice of charging students for instructional materials fees and shall fund the instructional materials fees in the approved course outline of record.

~~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. The College shall not charge more than the actual cost of providing the materials.~~

~~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 instructional 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. ~~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. The College shall not charge more than the actual cost of providing the materials.~~

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

**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

#### **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.

As a part of the process for establishing fees, justification must be provided in the course outline of record as to how the request meets the state criteria for allowable fees; and calculation and support data for determining fees must be provided.

Fees approved in the course outline of record by the Curriculum Committee will be forwarded to the Board of Trustees for approval.

~~Fees are published in the schedule of classes and collection is done at the time of registration by Admissions and Records~~

~~Refunds will be granted through the second week of instruction, when accompanied by a confirmation from the instructor that no materials have been used. Students will also be entitled to refunds if they provide confirmation from the instructor that comparable materials were supplied by the students themselves.~~

The Office of Student Learning and Success is responsible for gathering related data and responds to inquiries regarding instructional materials fees from the state Chancellor's Office.

Information regarding instructional materials is updated annually in ~~the~~ College of Marin's Course Outline Guide posted on the District website.

*Also see* BP/AP 5030 ~~titled~~ Fees

*Office of Primary Responsibility:* Office of Student Learning and ~~Success, Administrative Services~~ ~~Office of Student Services~~

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Date Approved: August 21, 2012 (*Replaces portions of College of Marin Policies 6.0011 and 3.0041*)

Date Reviewed/Revised: January 15, 2013

**Date Revised:**