

Student Services

AP 5031 INSTRUCTIONAL MATERIALS FEES**References:**

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

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.

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

Definitions:

Instructional materials – means any instructional materials which a student must 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.

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.

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 College of Marin's Course Outline Guide posted on the District website.

Also see BP/AP 5030 Fees.

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

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