



# Butte-Glenn Community College District

## ADMINISTRATIVE PROCEDURE

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### AP 5031 – INSTRUCTIONAL MATERIALS FEES

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**Approved by Leadership: March 2014**

*Reference: Education Code Section 76365; Title 5 Section 59400 et seq.; CCC Chancellor's Student Fee Handbook*

Students may be required to purchase instructional materials required for a credit or non-credit course. Such materials include, but are not limited to, textbooks, tools, equipment, clothing and those materials which are necessary to achieve the required objectives of a course. These 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 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.

#### **Establishing Required Materials and Related Fees**

The District adheres to the Student Fee Handbook published by the CCC Chancellor's Office in establishing any instructional materials fees.

A department/instructor seeking to create an instructional materials fee for a class is required to fill out the "Departmental Materials Fee Request Form." This document describes items allowed to be charged. The department must provide a description of what the fee covers and what items of continuing value the student receives for the fee. The department is required to attach a "Calculation of Material Fee" form which details the vendor, item description, and cost of material for each item to be provided to a student. Both forms are then approved by the department dean and forwarded to the Chief Instructional Officer for review of allowability and approval. The Director of Business Services provides the final review of allowability and approval. The approved fees are then assigned by the Scheduling Center to the appropriate classes as noted on the forms.

District staff will periodically review all classes that are charging a material fee to determine that they fee is appropriate and reasonable.

An updated "Departmental Materials Fee Request Form" and "Calculation of Material Fee Form" are required every two years to ensure that material fee charges are current and appropriate.

Fees associated with specific courses are included in the course description in the Class Schedule. Material fees are charged and collected with enrollment fees. Specific account codes will be used by staff to verify that the material fees collected are properly expended for the benefit of the students. Additional fees may be added throughout the year based on department needs.

The Director of Business Services allocates funds to the appropriate department for material fees charged to allow departments to purchase and provide the instructional materials to students during the semester.

The Office of Student Learning and Economic Development or the Director of Business Services responds to inquiries from the CCC Chancellor's Office relating to instructional material fees.