



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5031 Instructional Materials
Code	AP 5031
Status	Active
Legal	Title 5 Sections 59400 et seq. Education Code Section 76365
Adopted	June 16, 2020

Students may be required to provide instructional materials required for a credit or noncredit 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.

Establishing Required Materials and Related Fees

Materials fee should be proposed by the faculty, reviewed and recommended by the Curriculum committee during the 5-year review cycle or as needed for appropriateness.

When faculty wish to establish a materials fee for a course, they will request it through the applicable sections of the course outline of record. They will state the intended usage of the materials, the rationale for the need for the materials, the way(s) in which the material relates to the student learning outcomes for the course, the continued value of the material outside the classroom, and comparable cost to students if the materials were purchased commercially. The

individual departments, disciplines, and/or faculty member(s) will be responsible for ensuring that the necessary materials are available for the students and obtainable by the students.

Publishing and Collecting Fees

Course materials fees are stated in the Course Outline of Records and published in the online schedule of classes. Course materials fees will be collected with enrollment fees.

Gathering Related Data/Responding to the State Chancellor's Office

The Chief Instructional Officer or designee is primarily responsible for gathering related data and responding to the State Chancellor's Office inquiries regarding these fees.

Reference [Board Policy BP 5031](#).

Governance Review

2020 06.16 Board of Trustees Meeting
2020 05.12 Board of Trustees Meeting (proposed)
2020 04.23 Policy, Planning, and Student Success Committee
2020 04.20 Chancellor's Cabinet
2020 04.16 DTRW-I