

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Instructional Materials Fees

**Revision Date:** 11/09; April 10, 2014

**Responsible Office:** Student Learning Office

**Reference:** BP 5030; California Education Code 76365; Title 5 Sections 54900 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.

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 may 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 the 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 schedule of classes publication.

**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 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 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**

The Student Learning Office is responsible for establishing required fees, determining if they comply with state guidelines and responding to the Chancellor's Office about information. The Dean signs off on including this information in the schedule. The materials are provided as part of the class. Fees are published in the schedule of classes and are collected at the time of registration.