

Chapter 5 - Student Services

AP 5031 Instructional Materials Fees

References:

Education Code Section 76365; Title 5 Sections 59400 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 College.

Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"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 College" means that the material is not available except through the College, or that the College requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the College if it is provided to the student at the College's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the College for health and safety reasons; or 2) The 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

Periodically, the Chief Instructional Officer directs a review of materials fees by Division Office managers in consultation with faculty from the departments for appropriateness. Any changes recommended are made by the College's Curriculum Specialist. Materials fees for courses are published in the College's Schedules of Classes. When new courses are initiated by the faculty, a materials fee is recommended. The recommended materials fee for the new course must then be reviewed by the appropriate Division Office for compliance with regulations. Lastly, the recommended materials fee must be approved by the Educational Design Committee.

The Mt. San Antonio College Catalog and Schedule of Classes contain the most recent information regarding instructional materials and related fees. These documents are updated regularly for currency and correctness.

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