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**Kern Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5031 Instructional Materials**

**References:**

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

Students may be required to provide instructional 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 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 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 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**

- Periodically, the respective college's Chief Instructional Officer or designee conducts a review of instructional materials fees.
- The need to charge students a fee for instructional materials provided by the District shall be determined by the college department wishing to implement the fees, and approved by the college's Chief Instructional Officer.
- Instructional materials fees for courses are published in the college's schedule of classes.
- All such fees must be paid within the timeframe allotted to avoid a drop for non-payment.
- When new courses are initiated by faculty and an instructional materials fee is recommended, the recommended fee shall be reviewed by the Chief Instructional Officer or designee to ensure compliance with regulations.
- The Chief Instructional Officer or designee is primarily responsible for gathering related data and responding to inquiries from the California Community Colleges Chancellor's Office regarding these fees.
- Individual departments, disciplines, and or faculty members will be responsible for obtaining the necessary materials.