

Sierra College

ADMINISTRATIVE PROCEDURE

AP 5031

Instructional Materials Fees

Date Adopted:	1/13/2004
Date Revised:	10/10/2025
Date Reviewed:	10/10/2025
References:	Education Code Section 76365; Title 5 Section 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 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 the college catalog.

Definitions

"Required instructional and other 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

Prior to receiving approval to charge an instructional materials fee, a department must demonstrate its compliance with the definitions of instructional materials fee by completing an Instructional Materials Fee Compliance Form.

- Approval must be obtained from the appropriate Educational Administrator and the Business Office prior to a material fee being published in the class schedule.
- The Instructional Materials Fee Compliance Form should list the vendor from whom the products will be obtained and show a quoted cost.
- Instructional materials fees will be assessed during the registration process.
- The Business Office retains the completed approved Instructional Materials Fee Compliance Forms in accordance with the District's record retention policy.

See Board Policy 5030.