

MiraCosta College has developed an approval and annual reviewing process for instructional materials fees to ensure that the district is in compliance with Board of Governors regulations and the California Code of Regulations. Administrative law dictates that students may only be required to provide instructional materials that are of continuing value to them outside of the classroom setting and that are not 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.

Definitions

- A. "Required instructional materials" means any material that a student must procure or possess as a condition of registration, enrollment, or entry into a class, or any such material that the instructor determines is necessary to achieve the required objectives of a course.
- B. "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 either of the following:
 - 1. The instructional material is otherwise generally available but is provided solely or exclusively by the district for health and safety reasons.
 - 2. The instructional material is provided in lieu of other generally available but more expensive material that would otherwise be required.

- C. "Required instructional materials that are of continuing value outside of the classroom setting" are materials that can be taken from the classroom setting and that are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course that are to be accomplished under the supervision of an instructor during the class.

Approval Procedure for a New Instructional Materials Fee

- A. Review the above regulations and definitions to ensure the fee complies with Title 5.
- B. If the fee complies, determine the appropriate cost:
 - 1. List the items each student would buy.
 - 2. Add the cost of each item to determine the total individual student fee.
- C. Identify one or more specific course objectives that cannot be met without the instructional materials.
- D. Determine if the instructional materials have continuing value to the student outside the classroom.
- E. Discuss the fee and the objective(s) with the department chair and get their approval.
- F. If other modifications are being made to the Course Outline of Record (COR), add the fee information into the curriculum software. Submit the COR modification proposal via the curriculum software for Courses and Programs Committee (CPC) approval and email the request for a new fee to the instructional technical support specialist. Include the course number, instructional materials fee amount, and a detailed description of the fee.
- G. If no other modifications are being made to the COR, do not generate a proposal. Email the request for a new fee to the instructional technical support specialist who will submit the request to CPC for approval. Include the course number, instructional materials fee amount, a detailed description of the fee, and the specific course objective(s) that cannot be met without the instructional materials.
- H. Attend the CPC approval meeting in case the committee has questions about the addition of an instructional materials fee.
 - 1. If CPC approves the fee, the fee and its description will be included in the official COR.
 - 2. If CPC does not approve the fee, it will not be included in the official COR.

Modification Procedure for a Current Instructional Materials Fee

- A. Review the current fee and determine the appropriate, modified cost:
 - 1. List the items each student would buy.
 - 2. Add the cost of each item to determine the total individual student fee.
- B. Identify any additional, specific course objectives that cannot be met without the instructional materials.
- C. If adding instructional materials, determine if the additional materials have continuing value to the student outside the classroom.
- D. Discuss the modified fee and any additional objectives with the department chair and get their approval.
- E. If other modifications are being made to the COR, modify the fee information in the curriculum software. Submit the COR modification proposal via the curriculum software for CPC approval and email the request for a modified fee to the instructional technical support specialist. Include the course number, revised instructional materials fee amount, and any changes to the fee's description.
- F. If no other modifications are being made to the COR, do not generate a proposal. Email the request for a modified fee to the instructional technical support specialist who will submit the request to CPC. Include the course number, revised instructional materials fee amount, any changes to the fee's description, and any additional course objectives that cannot be met without the instructional materials.
- G. Attend the CPC approval meeting in case the committee has questions about the modification of an existing instructional materials fee.
 - 1. If CPC approves the modified fee, the fee and its description will be included in the official COR.
 - 2. If CPC does not approve the modified fee, it will not be included in the official COR.

Annual Review Procedure

Each spring Instructional Services will contact departments that have courses with instructional materials fees. The department will review and, if necessary, update the materials fee and description. Instructional Services will update the instructional materials fee annual report to reflect any changes. The instructional materials fee document will be submitted first to CPC and then to the Board of Trustees for approval.