

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

POLICY MANUAL Number:

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INSTRUCTIONAL MATERIALS FEES

California Education Code Sections 76365, 70902, 81457 and CCR Sections 59400 et seq. and 51012

In accordance with Title 5 of the California Code of Regulations, the San Francisco Community College District has established the following policies regarding instructional materials and fees for instructional materials.

A District Provided Instructional Materials

The District will provide students enrolled in state-supported credit and noncredit courses or programs, without charge, all materials necessary for students to complete those required course objectives which are to be accomplished under the supervision of an instructor during class hours, if such materials are consumed or rendered valueless when used to accomplish these required objectives.

B. Student Provided Materials

The District may require students enrolled in credit or noncredit courses and programs to provide certain instructional and other materials including, but not limited to, textbooks, lab books and workbooks, syllabi or other instructor prepared materials, or tools, equipment, or clothing if a student is required as a condition of enrolling in a specific class. Such fees will apply to materials which are not provided by an exclusive provider for health and safety reasons or in programs where such materials are generally available but more expensive materials which each student is required to provide. Any fee for instructional materials must not exceed

Approved by District Board of Trustees

**Authenticated
By Chancellor:**

Date: 11/18/86

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D. Voluntary Fee

The District may assess a fee for materials which are supplemental or in addition to required materials provided that the payment of such fee is voluntary on the part of the student.

E. Publication of Instructional Materials Policy

The policy for instructional materials and fees for instructional materials will be published in the catalog. Furthermore, uniform procedures will be developed for identifying and publicizing to students those courses for which students must provide materials or pay a materials fee.

Approved by District Board of Trustees	Authenticated	
	By Chancellor:	Date: 02/09/00
Date: 11/18/86	Revision Number: 1	Date: 06/23/94