

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.70.2 (AP 5031)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** 8.70.2 Instructional Materials Fees  
**Revision Date:** 12/12  
**References:** Education Code Section 76365; Title 5 Sections 59400 et seq.

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1. 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.
2. Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
3. 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.
4. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.
5. The District will publish these regulations in each college catalog.