

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: INSTRUCTIONAL MATERIALS AND INSTRUCTIONAL MATERIALS FEES	Number: 6.13
Legal Authority: California Education Code Sections 76365, 70902, 81457 and 81458 Title 5, CCR, Sections 59400 et seq. and 51012	Page: 1 of 2

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:

1. The instructional and other materials required for the class have a continuing value to the student outside the classroom setting.
2. The instructional and other materials are used in the production of an 'end product' that has continuing value to the student outside of the classroom setting.

C. Instructional Materials Fees

Under certain circumstances, the District may require students to pay an instructional materials fee as a condition of enrolling in a specific class. Such fees will apply when the District is the exclusive provider of materials which have continuing value outside the classroom. The District may act as exclusive provider for health and safety reasons or in providing in materials in lieu of other generally available but more expensive materials which each student would otherwise be required to provide. Any fee for instructional materials must not exceed the District's actual cost.

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

Title: INSTRUCTIONAL MATERIALS AND INSTRUCTIONAL MATERIALS FEES	Number: 6.13
Legal Authority: See Page 1 of this Section	Page: 2 of 2

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