



## ADMINISTRATIVE PROCEDURE

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**TITLE: Instructional Materials Fee**

**ADMINISTRATIVE PROCEDURE # 5031**

**RELATED TO POLICY # 5030 TUITION AND FEES**

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- A. Course fees are additional charges added to classes that have demonstrably higher costs associated with delivering instruction, such as specialized materials, equipment, technology, field trips, and other expenditures as approved by the College.
- B. Course fees may be used to provide equipment and materials necessary for instruction, saving students from the inconvenience and expense of having to source and purchase such materials on their own. Fees may also be used to cover some travel expenses in classes with field trips or travel.
- C. Course fees may not cover all associated class costs. For example, course fees do not cover the cost of textbooks, and students may be required to pay for additional materials or expenses on top of those provided for by course fees.
- D. Establishing Required Materials and Related Fees
  1. Necessary fees are determined by the department faculty and chairs. Faculty, in consultation with their chairs, shall consider the amount of supplies consumed in classes, then calculate a per student cost for those materials according to class enrollments.
  2. Faculty shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials and the associated course fees.
  3. Department chairs or program directors shall submit fee proposals to the chief academic officer, who will then submit proposals to the Board. Deadlines for fee proposals and approvals are set by the College each year.
  4. Departments are responsible for following college purchasing procedures, and for ordering and managing the materials.
  5. The course schedule shall list fees alongside other class information.

6. Fees will be assessed at the time of registration and collected when tuition is paid, and subject to the same refund deadlines as tuition.
7. Fees shall be directed to the appropriate department accounts, and will be used solely for the approved purpose.

**REFERENCE:** ORS 341.290(8)

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 10/26/2020 by CC

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**