

ADMINISTRATIVE RULE NO: 5035-02
RELATED TO POLICY SERIES NO: 5035

TITLE: GUIDELINES FOR THE PURCHASE OF STUDENT SUPPLIES AND MATERIALS

A. Insurance

Through its regular budget process, the college shall pay for liability and workers' compensation insurance for students who are enrolled in college courses or programs or who participate in college-sanctioned student activities whenever such insurance, in the judgment of the college, is required. The college reserves the right to require students who are enrolled in high-risk courses or programs, or who participate in high-risk student activities, to purchase accident insurance.

B. Protective Clothing

Protective clothing – clothing that protects the individual from injury--should be paid for and provided by the college with the exception of protective clothing that requires special fitting and is retained by the student. Protective clothing includes special aprons, gloves, goggles, etc.

C. Uniforms

Uniforms are those garments that are usually associated with a career and technical program or those garments required for a specific class. Included are uniforms required in the health occupations and physical education classes and coveralls required in the automotive, collision repair, etc. Such garments will be provided by the student. Each department may designate a uniform that it requires for class participants to wear. Team jerseys such as those used in physical education should be provided by the college. Food Services uniforms are provided by the college.

D. Laundry and Cleaning

Students are responsible for laundering their own uniforms. Towels, fender aprons and other such laundry items are provided by the college and laundered by the college. Food Services uniforms are laundered by the college.

E. Laboratory Equipment and Materials

Individual equipment and materials that will ultimately be used as the individual enters a career should be purchased by the student. For example, individual hand tools in the automotive and collision repair programs and drafting instruments for the drafting and engineering graphics students. Basic laboratory kits, which include project-oriented materials and which may be obtained through the bookstore, should be purchased by the student. Heavy duty tools and equipment, which are generally supplied by an employer for an employee, should be provided by the college. Special consumable items, such as polishing and sanding discs (which are attached to the equipment) should be provided by the student or absorbed in the cost of the

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repair or price of the project. Exceptions to this provision of AR 5035-02 shall be at the discretion of the executive vice president of Academic Affairs and Workforce Development.

F. Consumable supplies

Consumable supplies include basic materials consumed in normal activities during class activities. Examples of such items include: drafting paper, drafting pencils, art supplies, paint, welding rods, fabricating metals, and science supplies such as frogs, slides, chemicals, etc. Supplies shall be provided by the college unless the supplies are of the kind customarily provided at student expense. The executive vice president of Academic Affairs and Workforce Development may approve fees to cover the cost of consumable supplies, or necessary field experiences, whenever in his/her judgment fees are necessary to provide appropriate educational experiences. Imposed instructional fees are reviewed and approved annually by the board as part of regular budget adoption process, or by special resolution.

G. Instructional materials

Instructional materials include course syllabi and outlines, reprints and handouts, special paper, pens, etc. Course syllabi and outlines should be provided in class or on the Web at no cost to students. Workbooks and project books should be made available through the Bookstore.

H. Certification materials

Professional pins that are made available to individuals who complete technical or vocational programs should be at the expense of the student rather than the college. Certification test fees should be paid by the student even though testing is arranged for by the college. LBCC certificates, degrees, and diplomas should be at college expense.

I. Food

Foods consumed as a meal in a community education class are paid for by the student. Food consumed in food courses as part of the Culinary Arts curriculum is free to students.

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