

NEW LMC/DISTRICT DEFINITIONS OF ZTC/LTC:

ZTC means no cost to students for required textbooks, workbooks, lab manuals, and no cost for required access to online programs or online texts.

To designate a course ZTC there must be a truly zero cost option available to all students for all required printed materials. If you are using an in-house printed manual where students must pay for the printing charges you cannot designate this course as ZTC.

Costs of required course materials or supplies (such as calculators, lab coats, paints and clays for art courses, etc) do not count for the purpose of ZTC or LTC designations. Even if a course requires students to buy some supplies that course may still be designated ZTC as long as students can access the course textbook, workbooks, etc for free.

The LTC (low cost) designation is for courses that have a textbook/workbook/lab manual/online access cost of 30.00 per semester or less. This cost must be based on the purchase price of NEW materials online or in the bookstore. You may not use the cost of used materials to designate a course LTC, even if the printed materials can be found in USED condition.

If approved by all three District Academic Senates this semester these changes will probably need to be made in the FALL 2024 college catalog.