



TITLE AUTHORIZATION OF LABORATORY FEES  
IN COURSES  
 Policy  Procedure  Rule  Regulation  Form

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Approval: *Allen*

- 1.0 Purpose: To provide a list of acceptable uses, and ranges, of laboratory fees attached to course registration and within policy set by the Board of Trustees and Chancellor's staff; to provide a means of application to institute lab fees for the use of departments; to provide an understanding of how revenue from lab fees affects future internal budgets.
- 2.0 Authorized uses: Laboratory fees help offset the cost of offering courses which, by their nature or special curriculum, involve expenditures considerably in excess of the costs normally associated with a faculty lecturer.
- 2.1 For equipment to be purchased or maintained, including service contracts, and including the amortized replacement cost of equipment ordinarily used in the course;
- 2.2 For material consumed in class exercises, including but not limited to chemistry, biology and photography;
- 2.3 For expenses of transportation tolls and admission fees in field trips;
- 2.4 For purchase of external services by the College, including but not limited to horseback riding, bowling, golf, ski tow tickets and artists' models;
- 2.5 For direct cost of private music lessons in voice or instrument;
- 2.6 Other significant costs.
- 3.0 Procedure for establishing such fees:
- 3.1 In the case of new courses, the department will include a recommendation and justification for a laboratory fee with the course outline submitted to the Curriculum Committee. The Dean of Academic Affairs, a regular member of the Curriculum Committee, may advise the Committee on the apparent reasonableness of the proposed laboratory fee. Following approval of a course and laboratory fee by the Faculty Assembly, the President shall approve, disapprove or change the amount of the requested fee.
- 3.2 To request an addition, deletion or change of laboratory fees in existing courses, the department shall submit a written request to the President via the Dean of Academic Affairs. Requests shall include an estimate of the financial impact of such a change.
- 3.3 If the administration wishes to initiate the establishment of or change in any laboratory fee, it will do so only after consulting the appropriate department.

- 3.4 The administration may periodically request departments to provide review of and recommendations for existing laboratory fees.
  - 3.5 All deletions, additions and changes in laboratory fees shall take effect only at the beginning of a fall semester, except that laboratory fees may be established in the spring semester for new courses offered for the first time. Correct statements of fees shall be published in the semi-annual class schedules and in the annual Catalog.
- 4.0 Procedure for reflecting fees in budget lines:
- 4.1 The Dean of Business Affairs and the Dean of Academic Affairs shall credit each department's Supplies and Services budget line with an amount equal to projected fee revenues in courses taught by members of the department under uses 2.3, 2.4 and 2.5 above. Such credit shall be a base-line portion of the budget line for the next academic year.
  - 4.2 Similarly, laboratory fees collected under 2.1 above shall be credited as the base-line portion of the department's budget line in Equipment for the next academic year.