

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Establishing Laboratory or Special Course Fees	<u>Number</u> 316
Related Policy:	Laboratory and Special Course Fees – 6Hx20-3.019	<u>Page</u> Page 1 of 2

I. Purpose

To establish a written methodology for the approval and implementation of laboratory or special course fees.

II. Procedure

- A. Laboratory fees or special course fees may be established for any course to cover costs other than base instructional costs.
- B. Other than base instructional costs is defined as any additional expense incurred to conduct a specific course that would otherwise not be incurred to conduct a course in general. The categories included in the lab fees are:
 - 1. Consumable supplies including consumable course specific materials, supplies, and equipment;
 - 2. Repair or replacement including maintenance, repair, and replacement of non-consumable supplies and equipment;
 - 3. Support staff such as technical support, laboratory support, or clinical support;
 - 4. Special fees such as required background checks, drug screens, badges for students, or required testing; and
 - 5. Other items covered in this category may be submitted only with the pre-approval of the respective dean.
- C. The establishment of each lab fee or special course fee shall be supported by documentation showing past actual costs or estimated future costs. The lab fee shall be set as a per student cost.
- D. Review of lab fees shall be made at least every three (3) years.
- E. A request to add a lab fee to a course shall be made with the Lab Fee Justification Form in conjunction with the New Course Request Form or the Course Modification Form. A request to change the amount of a lab fee requires only the submission of the Lab Fee Justification Form.
- F. The appropriate form is submitted by the requesting department head to the appropriate dean, with copies to the Office of the Dean, Baccalaureate Studies and Academic Support, for record keeping.

- G. If approved, the appropriate dean forwards the Lab Fee Justification Form to the Vice President, Academic and Student Affairs. If not approved, the forms are returned to the department head.

- H. If the Vice President, Academic and Student Affairs, approves, the form is forwarded to the Vice President, Business Affairs, for submission to the President and the Board of Trustees for final approval pursuant to Board Policy 6Hx20-3.019. If not approved, the forms are returned to the dean.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 02/21/2017

