

Southeastern Louisiana University
Hammond, Louisiana

**GUIDELINES FOR SUBMITTING
LABORATORY AND OTHER ACADEMIC SUPPORT FEES
FOR AN ESTABLISHED COURSE**

Departments or other academic units wishing to obtain renewal for an existing fee or have a new fee approved shall follow the instructions contained in this document.

The request format has been developed to assist the Committee on Fees in its evaluation of proposed and existing laboratory fees and other proposed and existing academic support charges. Since the form is designed to allow for the evaluation of a wide variety of fee types, it is possible that some of the questions and requested information may not be applicable to your request. In the case(s) where you believe that the item is not applicable, please so indicate and briefly state why.

Evaluation will be made of each new request and existing fee by the full Committee and will be based on the information provided on this form and the necessary attachments. Either the Committee or the party seeking approval of the fee may request a personal appearance before the Committee. Although the Committee is interested in giving each proposed charge full consideration, extensive details (e.g., total lists of annual supplies to be ordered) should not be submitted unless specially requested.

Questions regarding this form should be directed to the chairman of the Committee on Fees. Please be reminded that the Committee does not approve or disapprove, but only makes a recommendation to both the Provost and the Vice President for Administration and Finance. The Committee can recommend the fee as requested, recommend at a higher or lower level, not recommend approval, or return for further documentation.

The Chairman of the Lab Fee Committee has the right to return this proposal for additional support, clarification or documentation.

Once approved, Lab Fees will remain in effect for 3 years, at which time the Lab Fee will have to be submitted for renewal. The Chairman of the Lab Fee Committee will notify departments when lab fees must be submitted for renewal.

Departments that have a number of similar courses, all with the same or similar fees, can have all of these fees reviewed at the same time by submitting the proper documentation.

Routing slip must accompany all lab fee proposals and **MUST** be routed in the order as listed on routing form.

ESTABLISHED COURSE - LAB FEE PROPOSAL ROUTING CHECKLIST

Routing slip must accompany all lab fee proposals and MUST be routed in the order as listed below.

_____ 1ST REQUEST

_____ RENEWAL

**Name & Signature of Person
submitting request** _____

Department _____

Name/Signature

Date

Department Head _____

Dean _____

Chairman, Lab Fee Committee _____

Nettie L. Burchfield – Controller

V.P. Administration & Finance _____

Provost _____

**ULS, V.P. for Operations &
Facilities** _____

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The Office of the Provost will retain the original signed copy once all signatures have been received. Once final approval has been granted, copies will be distributed to all parties listed above.

Please give a brief (a paragraph or so) summary of the nature of the proposed fee, i.e. who will be charged, how much, for what purpose. Please type information and use additional paper if necessary.

LAB FEE PROPOSAL FORM – ESTABLISHED COURSE

LAB FEE: _____ DEPARTMENT: _____

PROPOSED BY: _____ DATE: _____

Please answer the following questions and provide the requested information on 8½ x 11 plain paper, using the following format.

- 1) Please indicate the course prefix, number and title of each course or group of courses involved.
- 2) If the proposed fee is a “per student” fee for a particular course(s), how much will be the per student fee? If the basis of the fee is not “per student”, then specify the basis for the fee.
- 3) For each course involved, please indicate how many students took the course during the past two calendar years - Spring, Summer, and Fall terms.
- 4) Attach a spreadsheet which projects (a) the cost of consumable materials or supplies, media, rentals, maintenance on equipment, or other costs necessary to teach the course per year; (b) the total number of students to be taught per year based on item 3 above; and (c) the calculated cost per student.
- 5) If this is a first request – a) Explain how costs for the course have been covered in the past. (i.e. operating funds, academic enhancement funds) Will these alternative sources continue to be used? b) Have needed funds been requested as part of the regular budgeting process? c) Why is a lab fee required at this time?

If this is a renewal request – a) Provide a brief recap on what income has been generated by the fee in the last three years and how the funds have been expended. b) Have operating, academic enhancement, or other funds been used to supplement the lab fee? c) If the proposed lab fee is a different amount than what has been charged in the past, please explain.

- 6) Would students who enroll in the course be required to pay any additional fees or purchase any supplies not covered by the proposed fee? If yes, please explain.
- 7) What other courses in the Department are currently charging lab fees? What is the potential impact on the student with a major in your department of all associated lab fees?