

Southeastern Louisiana University
Hammond, Louisiana

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

Departments or other academic units wishing to request review for continuation for an existing fee shall follow the instructions contained in this document.

The request format has been developed to assist the Committee on Fees in its evaluation of existing laboratory fees and other 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.

Once approved, evaluation will be made of each existing fee every 3 years 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 continuation of the fee may request a personal appearance before the Committee. Although the Committee is interested in giving each 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. The Committee evaluates and makes a recommendation to both the Provost and the Vice President for Administration and Finance. The Committee can recommend continuation of the fee as requested, recommend cessation of the fee, recommend adjustment to the fee, 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.

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

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 – EXISTING FEE ROUTING CHECKLIST

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

_____ REVIEW FOR CONTINUATION

**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 _____

Mr. Stephen Smith

Provost _____

Dr. Tammy Bourg

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 must be submitted for review for continuation.

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 fee, i.e., who will be charged, how much, for what purpose. Please type information and use additional paper if necessary.

REVIEW OF ESTABLISHED COURSE WITH EXISTING FEE

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) 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?