**Southeastern Louisiana University**

**Hammond, Louisiana**

**GUIDELINES FOR SUBMITTING PROPOSAL FOR**

**LABORATORY AND OTHER ACADEMIC SUPPORT FEES**

Departments or other academic units wishing to request a new fee or 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 Laboratory and Other Academic Support Fees (Lab Fee Committee) in its evaluation of existing laboratory and other existing academic support fees (Lab Fees). 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, Lab Fees will remain in effect for 3 years, at which time the Lab Fee will have to be submitted for review for continuation. The Chair of the Lab Fee Committee will notify departments when lab fees must be submitted for review. Evaluation for continuation will be made by the full committee and will be based on the information provided on this form and the necessary attachments. Either the Lab Fee Committee or the party seeking continuation of the lab 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. However, types of consumable materials and supplies, etc., should be itemized with their estimated costs.

Questions regarding this form should be directed to the Chair of the Lab Fee Committee. The Lab Fee Committee evaluates and makes a recommendation to both the Provost and the Vice President for Administration and Finance. The Lab Fee 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 Chair of the Lab Fee Committee has the right to return this proposal for additional support, clarification or documentation.

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

**Instructions for the NOTIFICATION OF SERVICE CHARGE.**

The Notification of Service Charge must be completed by the proposer and submitted with the proposal. The signatures on the Notification of Service Charge are obtained by the Chair *after* the committee reviews *and if* the committee recommends approval of a new course fee or continuation of an existing course fee *and if* the appropriate positions agree with the recommendation. The Chair will forward to the University of Louisiana System when necessary.

NOTE: To add a new course(s) approved through the University Curriculum Council to an existing approved course fee *in a year other than the year of renewal*, please complete the Notification of Service Charge and the Routing Checklist only. The Chair will submit to the University of Louisiana System for approval.

**UNIVERSITY OF LOUISIANA SYSTEM**

**NOTIFICATION OF SERVICE CHARGE**

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| --- |
| Louisiana Revised Statute 17:3351 allows the Board to establish fees to be paid by students, in accordance with Article VII, Section 2.1 of the Constitution of Louisiana. Board Bylaws, Section V.C.5 provides that the Board has the authority to determine the fees which shall be paid by students and maintain in the system office, as a public record available on request, a current schedule of such charges. Attorney General Opinion 06-0293 provides that charges assessed for the purpose of defraying the cost of providing a service not in the control of the university would be exempt from legislative review. Completion of this form documents that the assessment of this service charge covers only the cost of providing this nongovernmental product or service to university students. |

**University­­­­­­­­­­­­­­­**  Southeastern Louisiana University **Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**a

**Course(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Enrollment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Annual Collection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service Charge to Begin** \_\_\_\_\_\_\_\_\_ **(Please submit 2 months in advance)**

**Statement of Need for Service Charge (attach documentation as necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We certify that Documentation to Support the Cost of Items or Services to be purchased with this Service Charge is on file within the Business Office:**

**Contact Name** Khalli S. Hagan  **Email** khalli.hagan@southeastern.edua

**CFO Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provost Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Send Completed Form to:**

**University of Louisiana System**

**1201 North Third St., Suite 7-300**

**Baton Rouge, Louisiana 70802**

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| --- |
| The University of Louisiana System Board is not authorized to increase fees that are considered to be a charge for the services of the governmental function (higher education) of the university. Mandatory Attendance Fees and charges assessed by the university for the purpose of defraying the cost of providing an educational service would be considered a fee subject to the approval of the Louisiana Legislature or the student body. Fees and charges for non-governmental functions and products which are not controlled by the university would be exempt from legislative review and approval, and should be documented through this process. |

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**ULS Log Number Date Received**

**PROPOSAL FOR NEW OR 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 \_\_\_\_\_ NEW** **REQUEST**

**\_\_\_\_\_ADD NEW COURSE TO AN EXISTING FEE\***

|  |  |
| --- | --- |
| Name of PersonSubmitting Request |  |
| Department |  |
| Signature of Person Submitting Request |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name/Signature** | |  | |
| Department Head | Name |  | |
|  | Signature | Date | |
| Dean | Name |  | |
|  | Signature | Date | |
| Chair, Lab Fee Committee | Khalli S. Hagan, Controller | Date | |

The Chair 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 Controller’s Office 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.

\* To add new course(s) approved through the University Curriculum Council to an existing approved course fee *in a year other than the year of renewal*.

**PROPOSAL FOR NEW OR EXISTING FEE**

LAB FEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions.

1. Please indicate the course prefix, number and title of each course or group of courses involved. For each new course, indicate with an asterisk (\*) and indicate with “Yes” or “No” if the University Curriculum Committee approved the course with the understanding that the course would require the requested lab fee for implementation.
2. The proposed fee is: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Fees are assessed per student for enrollment in each course(s) indicated in item 1) above. Explain below any exceptions being requested.
3. For each course listed in item 1) above, please indicate how many students were enrolled in the course during the past two academic years - Summer, Fall and Spring terms. For each new course, project annual enrollment.
4. Attach a spreadsheet which itemizes (a) the cost of consumable materials or supplies, rentals, or other costs necessary to teach the course per year; (b) the total number of students estimated 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. For new fee, indicate by n/a. b) Have operating, academic enhancement, or other funds been or will be 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.

1. Would students who enroll in the course(s) be required to pay any additional fees or purchase any supplies not covered by the proposed fee? If yes, please explain.
2. 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?