Southeastern Louisiana University
Hammond, Louisiana

GUIDELINES FOR SUBMITTING
LABORATORY AND OTHER ACADEMIC SUPPORT FEES
FOR A NEW COURSE

Departments or other academic units wishing to obtain approval to access a fee on a new course shall follow the instructions contained in this document. The new course must have been approved by the University Curriculum Council prior to submitting to the Lab Fee Committee for review.

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 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.
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 ____________________ Department ____________________
Course ____________________ 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 ____________________ Phone # __________________
CFO Signature ____________________ Date  __________________
President Signature ____________________ Date  __________________

Send Completed Form to:  Robbie Robinson
University of Louisiana System
1201 North Third St., Suite 7-300
Baton Rouge, Louisiana 70802

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.

ULS Log Number  Date Received
# NEW COURSE – LAB FEE PROPOSAL

**ROUTING CHECKLIST**

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

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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 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.
LAB FEE PROPOSAL FORM – NEW 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) Did the Chair of the Curriculum Committee approve this course with the understanding that the course would require the requested lab fee for implementation?

2) Please indicate the course prefix, number and title of each course or group of courses involved.

3) For each course involved, please indicate how many students are expected to take the course in the coming 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) What alternatives have been explored to meet the needs that will be met by the fee now being considered (i.e. operating funds, academic enhancement funds)? Have the funds been requested as part of the regular budgeting process?

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?