

Many courses offered by the college require specialized lab space, equipment, instructional supplies and support which is covered at least in part by lab fees. The Board of Trustees approves all lab fees, including exceptions to standard hourly base rate. Rules and their application include the following which are effective with the fall 2015 semester.

- A standard lab fee of \$12 will be applied for each lab hour that is used in the calculation of course credits. For example, ACC 101 is composed of 3 lecture hours and 2 lab hours (per week in a sixteen week semester) for a total of 4 credits. The lab fee is based on 2 lab hours x \$12 = \$24.
- The maximum lab hours per course for which a lab fee is charged is six (6) or \$72 per course.
- Lab fees may not be applied to courses taught off campus such as clinical courses, field work, internships, and directed practice. This includes similar course delivery modes such as cooperative education and practicum courses.
 - Special attention must be paid to clinical courses taught off campus. Lab fees may be charged for the subset of clinical hours taught in the specialized nursing labs on-campus. For example, NUR 170 officially has 9 “lab” hours, but actually 3 are taught in on-campus lab and 6 are taught in the clinical setting off campus. Therefore, in this case, 3 hours x \$12 or \$36 would be the approved lab fee.
- Exceptions to this policy require prior approval of the Board of Trustees. The Board has approved the exceptions for the fee per lab hour for the following courses:
 - Air Conditioning & Refrigeration \$30
 - Airframe Maintenance \$500 per course up to \$2,000 for program
 - Automotive \$30
 - Biology, Biotechnology, and Science \$17.50
 - Computer Information Systems, Computer and Information Security, Computer Networking Engineering, and Computing and Information Science \$12.50
 - Commercial Transportation \$2000 per program
 - Culinary Arts and Food Service Management \$65
 - Dental Hygiene \$20
 - Early Childhood Education \$12.50
 - English, English as a Second Language, English for Academic Purposes, and Reading \$12 (flat fee for materials even when the specific course has 0 lab hours)
 - Mathematics \$12 (flat fee for materials even when the specific course has 0 lab hours)
 - Medical Assistant Studies \$35
 - Mechanical Engineering \$ \$ 12.50
 - Powerplant Maintenance \$500 per course up to \$1,000 for program
 - Surgical Technology \$75
 - Visual Communications \$15

Procedures

To ensure lab fees are accurately and consistently applied, the following procedure has been established:

1. Requests for approval of new exceptions to the standard hourly base rate for lab fees must be agreed upon collegewide and submitted to the Vice President for Finance for approval. The Vice President for Finance will request Board of Trustees approval for appropriate requests for lab fee exceptions. The Vice President for Finance will notify the Curriculum Analyst of requests that are approved by the Board. Approval will also be documented in Board minutes.
2. Faculty/Department Chairpersons/Coordinators submitting a new course for approval or a course revision for approval will indicate on the Course File Form the number of hours the course will provide in lab (on campus) , internship, cooperative education, field work, directed practice, practicum, and/or clinical. The form will also indicate if the lab fee requested is based on the standard hourly base rate or if the Board has approved an exception fee. Documentation of Board approval for lab fee exceptions must be attached to the Course File Form.
3. The Curriculum Analyst will ensure that the form is completed to accurately document the number of hours for which a lab fee should be charged. The Curriculum Committee will review and approve the request if it complies with lab fee policy.
4. The Curriculum Analyst will document Board approval on the Course File Form and forward a copy to the Registrar at the campus that submitted the Course File Form. The Registrar will enter the appropriate lab fee, if any, into Banner.

The fee will roll into every section of the course.

5. Prior to registration opening for the summer/fall and spring semesters, Institutional Research will provide a report of all courses with lab fees to the Curriculum Analyst and the Registrars who will check the reports to ensure accurate application of the policy.
6. Requests for reports on lab fees assigned to courses must be sent to the Director of Institutional Research.