

Polk State College Procedure

Subject	Reference	Date	Number
Lab Fees-Establishing and Reviewing	FS 1001.65 Board Rule 4.06	2/18/2015	1023

I. Purpose

The purpose of this procedure is to define the process for establishing and reviewing lab fees.

II. Procedure

Lab fees are established for courses that incur unusual costs due to demands on specialized equipment and/or other consumable resources.

When a course is established, the appropriate academic dean or program director analyzes the costs associated with the course and determines if unusual costs are involved by comparing the needs of the course with other courses without lab fees.

Once a lab fee is determined, costs and/or usage are monitored over the year to determine if the lab fee is covering the costs.

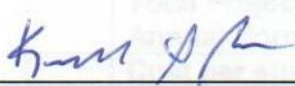

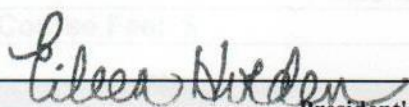
In the spring semester of each year, all lab fees are reviewed using the cost and usage analysis kept throughout the year (form attached).

The reviewed and updated lab fee list is submitted to the DBOT for approval at a spring Board Meeting.

History:

Adopted: March 7, 2006, December 16, 2011

Revised: February 18, 2015

	2/23/15		2/23/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/25/15
President's Approval			Date