
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: LABORATORY (LAB) FEES

NUMBER: 6-26

REFERENCE: Board Rule 6.04

PAGE: 1 of 1

- a. Lab fees are used to cover a portion of replacement costs for classroom instructional items that are consumed, destroyed or have exceeded usefulness; including required upgrades and changes in technology.
- b. Each instructional area will annually review current lab fees related to the courses within that discipline, and recommend appropriate fee changes to the respective dean/supervisor. This review of lab fees will be considered as a part of the annual Program Review process.
- c. Changes in lab fees will be completed in a time frame that is congruent with the budget planning cycle for the upcoming academic year, and may include recommendations for an increase, decrease, or deletion.
- d. Recommendations for fee adjustments should include replacement cost considerations in relationship to each item's usefulness and value to the course, with supporting documentation.
- e. The approval process for laboratory fees is as follows:
 - 1. Recommendations for lab fee changes from each area will be submitted to the appropriate Department Chair and then presented to the President's Cabinet for budget planning approval/action;
 - 2. Once the lab fees have been approved by the Cabinet, the information will be submitted to the District Board of Trustees for approval as a component of the annual budget for the upcoming academic year.

New: 04/2005

Revised: 12/01/2009