

Laboratory Course Fee Policy

Lab Fee Policy Overview

Laboratory fees are assessed to students who are enrolled in courses with a laboratory requirement or courses designated as a stand-alone laboratory course. These courses require students to use dedicated laboratory space to engage in the direct use of equipment, materials and/or services to enhance the learning aspect of the course. A small percentage of courses that are assessed a laboratory fee may be conducted at an off-campus facility.

Laboratory fees are intended to cover the course costs that are above and beyond the normal cost of on-campus classroom instruction. The University defines lab fees as “charged per semester, according to the number of lab courses for which the student has registered. Lab fees fund individual lab courses as well as maintain and improve the overall lab and classroom infrastructure.” A further explanation of fees can be found [here](#).

Lab Fees are requested through the annual Student Fee Request process which begins each January prior to the next fiscal year: January 2018 for Fiscal Year 2018-2019. Student Fee Information can be found [here](#). Only lab fees that support a specific lab objective can be submitted as outlined in the Student Fee Categories listed within the Student Fee Policy & Procedure. Lab fees must be used for the originally proposed purpose and cannot be reallocated towards other uses:

V. Mandatory Lab Fees

Course fees used specifically for materials and services used in concert with the basic foundation of an academic course offering. Course fees support classroom and laboratory instructional activities by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course. Current lab fee revenue allocation policy dictates that 50% of revenues will be allocated to colleges and remaining 50% will be allocated to the Provost for further distribution on specific lab and classroom projects.

Lab Fee Annual Review

Laboratory fees are reviewed on an annual basis by each academic unit. Changes are submitted through the Office of the Provost for review and approval. The Office of the Provost will verify that each new fee has been approved by the University Curriculum Committee. The Board of Trustees has approved a standard laboratory fee range of \$75 - \$200. Laboratory fees in excess of \$200 require Board of Trustees approval. Removal of a prior laboratory fee should be done in conjunction with the University Curriculum Committee.

Lab Fee Distribution

Lab Fees are split into two categories:

- **Direct Lab Support** (Unit/Academic Department 50%) funds activities related to the specific academic department course. Use of the Direct Lab Support allocation is described on the following page in the [Academic Department Lab Fee Guidelines](#).



- **Lab & Classroom Infrastructure (L&CI) Improvements** (Central/Office of the Provost 50%) fund lab improvements across campus as well as support the systems and resources that sustain the classroom environment. Projects are selected and prioritized on an annual basis by the Lab & Classroom Review Committee. This committee is led by the Director of Academic Facilities Planning and Operations and comprised of Collegiate Deans. Projects are approved and finalized by the Executive Vice President for Academic Affairs and Provost. The L&CI Policy can be found here (*add hyperlink once established*).
- Any exclusions to the standard distribution of department generated lab fees must be approved by the Office of the Provost: Vice President of Academic Affairs and Provost.

Academic Department Lab Fee Guidelines

Academic departments and college administration are tasked with the responsibility and oversight of ensuring that laboratory fee revenue is used in accordance with approved guidelines.

Acceptable uses for laboratory fee revenue include, but are not limited to:

- Supplies provided directly to the students as part of the course.
- Items consumed during the course (e.g., chemicals, materials, paper, toner, etc.).
- Equipment, repairs and maintenance and maintenance contracts for equipment used solely for instruction.
- Software license fees related to course material not covered by mandatory Clemson Computing and Information Technology Services (CCIT) fees.
- Graduate student salary and fringe in support of laboratory instruction and maintenance.
- Laboratory technician and/or laboratory director salary and fringe for individuals responsible for the oversight, maintenance and scheduling of instructional laboratory space.
- Travel and/or registration costs for students directly related to the instruction of the course.
- Costs related to programs conducted at off-campus locations (facility rental, transportation, facilitator, etc.)
- Renovation and/or construction of instructional laboratory space.
- Other direct costs incurred in the delivery of the laboratory course.

Laboratory fees are not intended to cover:

- The normal costs related to general instruction within an academic department.
- Faculty salaries associated with teaching the course.
- General departmental overhead not connected with the course (e.g., telephone, department equipment leases).
- Equipment that is not directly associated with the instructional purpose of the course.

It is acknowledged that departments may accumulate balances from laboratory fee revenue for new laboratory equipment purchases, life cycle replacement of existing laboratory equipment and renovation/construction of laboratory space. When carryforward balances exceed the amount of prior year revenue earned by the department, a written plan for the use of the funds will be prepared by the department and submitted to the Dean and Provost's Office for approval. The Provost's Office will monitor laboratory fee accounts for compliance with the stated guidelines.