Clemson University Laboratory Fee Policy

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**Laboratory 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 Laboratory fees as “charged per semester, according to the number of Laboratory courses for which the student has registered. Laboratory fees fund individual Laboratory courses as well as maintain and improve the overall Laboratory and classroom infrastructure.” A further explanation of fees can be found in the section below.

Laboratory 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 in the section below. Only Laboratory fees that support a specific Laboratory objective can be submitted as outlined in the Student Fee Categories listed within the Student Fee Policy and Procedure. Laboratory fees must be used for the originally proposed purpose and cannot be reallocated towards other uses:

***V. Mandatory Laboratory 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 Laboratory 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 Laboratory and classroom projects.*

**Laboratory 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.

**Laboratory Fee Distribution**

Laboratory Fees are split into two categories:

* **Direct Laboratory Support**(Unit/Academic Department 50%) funds activities related to the specific academic department course. Use of the Direct Laboratory Support allocation is described as:

**Academic Department Laboratory 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:

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

Laboratory fees are not intended to cover:

* 1. The normal costs related to general instruction within an academic department.
	2. Faculty salaries associated with teaching the course.
	3. General departmental overhead not connected with the course (e.g., telephone, department equipment leases).
	4. 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.

* **Laboratory and Classroom Infrastructure (L&CI) Improvements**(Central/Office of the Provost 50%) fund Laboratory 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 Laboratory and 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 in the section below.
* Any exclusions to the standard distribution of department generated Laboratory fees must be approved by the Office of the Provost: Vice President of Academic Affairs and Provost.

**﻿Laboratory and Classroom Infrastructure Fee Allocation Policy Overview**

Each semester, 50% of laboratory fees collected by the University are allocated to the Office of the Provost for laboratory & classroom infrastructure (L&CI) projects. Funds are intended to improve the instructional space at the University, including classroom support systems. Projects are selected and prioritized on an annual basis by the Laboratory and 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. Funding is allocated based on anticipated revenue within the year generated. The Laboratory Fee Policy can be found in the section above.

**Laboratory and Classroom Infrastructure Requests**

Each spring, the Office of the Provost requests that each college submit a funding request for L&CI projects. Each college is required to describe the nature of each request, include a cost estimate and rank requested improvements in order of priority. Submitted requests are then compiled and compared against the estimated portion of laboratory fee revenue that will be allocated to the Office of the Provost for the upcoming year. Project requests are reviewed by the Laboratory and Classroom Infrastructure Review Committee and evaluated based on strategic initiatives, academic program needs, long-term academic facility plans and other capital projects plans of the University.

L&CI project funding is allocated based on the pro rata share of laboratory fee revenue generated by each college in the current year. Office of the Provost specially identified projects will receive initial/priority funding with the remaining balance allocated for college requests.

**Use of Laboratory and Classroom Infrastructure Funds**

L&CI project funding is restricted to project requests approved annually by the Executive Vice President for Academic Affairs and Provost. Colleges may request the ability to reallocate funding to other L&CI projects if:

* Excess funds remained at the completion of the approved project.
* Prioritization needs of the college changed since the original request was submitted.
* The approved project has been delayed to a later fiscal year or is no longer feasible.

Academic departments and college administration are tasked with the responsibility and oversight of ensuring that L&CI project funding is used in accordance with approved guidelines.

It is expected that L&CI projects will be completed within two fiscal years of initial funding. L&CI projects not completed during this time period will need Executive Vice President for Academic Affairs and Provost Approval to extend the project or return unspent funds. The Office of the Provost will monitor L&CI accounts for compliance with the stated guidelines.

**Laboratory and Classroom Infrastructure Request Review Committee**

* Director of Academic Facilities Planning and Operations, Phil Landreth
* College of Architecture, Arts and Humanities Interim Dean, Dr. Nicholas Vazsonyi
* Executive Vice President for Academic Affairs and Provost, Dr. Robert Jones

**Laboratory Fee Allocation**

Laboratory fees are mandatory 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.

Colleges receive a direct distribution for 50% of lab fee revenues generated to the appropriate academic departments. This process is performed automatically, and therefore the department receives their 50% throughout the year, as the lab revenue is generated.

The remaining 50% of lab fee revenues are retained centrally by the Provost for further distribution by for specific lab and classroom infrastructure projects. In some cases, the Provost has made an exception and several departments receive 100% of lab fees generated. The Laboratory Course Fee Policy and the Laboratory and Classroom Infrastructure (L&CI) Policy can be found at <https://www.clemson.edu/finance/budgets/policy-manual.html> Policy Manual and at <https://www.clemson.edu/finance/budgets/> under the Resources heading.

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