POLICY SUMMARY FORM

Policy Name: Laboratory Fees

Policy Number: 3.22

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes the process for fees assessed for laboratory sections.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added authorization for president to delete recommended laboratory fees outside of the usual timeline for fee revisions.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Laboratory Fees

**Original Implementation:** June 29, 1981
**Last Revision:** January 31, 2017

Laboratory fees may be assessed to cover the general costs of materials and supplies used by students enrolled in the respective laboratory. An academic unit may choose to average the costs of its total laboratory program and set an appropriate, uniform fee.

The basic fee for all laboratory classes is $10 per student with no fee being assessed on any laboratory course whose demonstrated expenses are less than $10. When it can be demonstrated that the value of expendable supplies is more than the basic fee, a laboratory fee up to $30 may be charged. Assessed lab fees cannot exceed the cost of actual materials and supplies used by students.

Laboratory fees greater than $10 or deletion of fees will be recommended by the academic unit head and by the dean for approval by the provost and vice president for academic affairs. Laboratory fees modifications are submitted to the Board of Regents for final approval. The president is authorized to approve the recommended deletion of laboratory fees. Laboratory fee deletions are submitted to the Board of Regents for acceptance at the next meeting.

Academic units review laboratory fees annually for appropriateness and accuracy. All laboratory fees are published in the appropriate media.

**Cross Reference:** Tex. Educ. Code § 54.501

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs