



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Development of Instructional Laboratory Fees

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Implementing Procedure for Policy 5.08

Date Approved: 7/23/04

Division: Instructional Affairs

Date Revised: 01/18/08

Each course requiring or instituting a laboratory fee will utilize an Analysis of Instructional Course/Lab fees worksheet (see attached) to establish the appropriate laboratory fee for the course. The Analysis of fees will include:

- a) developing a rationale of need for each consumable material and/or supply.
- b) a list of each consumable educational material and estimated expense expected for the course.
- c) the establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student (shown on the attached worksheet).

Each department establishes the need for fees based upon supply/equipment costs. The department will complete an Analysis of Instructional Course/Lab fees worksheet for courses requiring laboratory fees.

The proposed fee is presented to the Program Facilitator for approval.

The proposed fee is presented to the Dean (responsible for the requesting department) for approval.

The proposed fee is presented to the Chief Academic Officer for approval.

The proposed fee is presented to the President for approval and presentation to the Board of Trustees for annual approval.

Should it become necessary to change an established fee, the recommended fee would follow the above procedures.

Vice President, Administration and Finance

Date

Approved by President

Date

COLLEGE of CENTRAL FLORIDA
ANALYSIS OF INSTRUCTIONAL COURSE/LAB FEES

Course Number: _____ Date Reviewed: _____
Course Title: _____
Prepared by: _____

Total Estimated Cost per Student \$ _____

Complete items when applicable. Write "Not Applicable" where appropriate.

Each Analysis of Instructional Laboratory Fees should include:

- **A rationale of need for each consumable material and/or supply**
- **A list of consumable educational material and estimated expense expected for each course**
- **The establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student.**

RATIONALE OF NEED: _____

ESTIMATED NUMBER OF STUDENTS: _____

1. **CONSUMABLES:** (non-renewable, disposable materials and/or supplies that are used during the course)

Estimated Cost/Student \$ _____

2. **SPECIALIZED PERSONNEL EXPENSES:** (applicable where supplemental services are required beyond the assigned instructor)

Estimated Cost/Student \$ _____

3. **INCIDENTAL BREAKAGE:** (applicable to materials and/or equipment destroyed or lost during the course)

Estimated Cost/Student \$ _____

4. **MAINTENANCE AND REPAIR:** (costs related to routine servicing and upkeep of equipment for the course)

Estimated Cost/Student \$ _____

Approved by Program Facilitator

Date

Approved by Dean

Date

Approved by Chief Academic Officer

Date

Approved by District Board of Trustees

Date