

## **Course/Lab Fee Policy**

### **The University Of Southern Mississippi**

Course/Lab Fees are fees that are charged to cover certain instructional costs in excess of those covered by general tuition. These course/lab fees will be charged on either a course or per credit hour basis and are shown in the student account summary as a separate charge not included in tuition. These charges will only be present for those courses that have received proper approval from the administration of The University of Southern Mississippi.

These fees may be used for a variety of purposes; however they must be unique and directly relate to actual expenses of the course. Examples include but are not limited to: costs associated with student travel, such as field trips or other off campus events, tangible goods or other items of value retained by students during the course of the class, wages for course related services (lab assistants, tutors), and costs associated with specialized equipment, supplies, or expendable products required for the class.

Proceeds from approved course fees shall be restricted to and used solely for those reasons specified in the Course/Lab Fee Request Form. At no time shall these fees be used to pay for costs that are normally covered by the department's regular budget such as non course specific salaries and wages, student scholarships, travel expenses and normal consumption of materials purchased by the department during the regular course of a class. The purchase of computers with proceeds from course fees is discouraged; however, the replacement of computers located in labs is allowable.

Departments requesting revenues from course/lab fees must complete a Course/Lab Fee Request Form available on the Controllars Office website. The form is for new course/lab fee requests or for changes to current course/lab fees. The form must contain specific course information and justification for the extra fees or for a change in fees, including revenue projections and a detailed breakdown of expenses associated with the course. Course/lab fee request forms can be submitted twice a year, February 1<sup>st</sup> for Summer and Fall courses/labs and August 1<sup>st</sup> for Spring courses/labs. Once the request form is completed, it must be approved by the Department Chair and submitted to the Dean by February 1/August 1 of each year. Once approved at the Dean's level, the paperwork should be submitted no later than February 15/ August 15 of each year to the Provost for approval. After approval of all appropriate parties, the form will be forwarded to the Business Office for implementation by February 28/August 28. At this time, the course/lab fee will be added to the list of course/lab fees in the class schedule guide. All revenue generated by course/lab fees must be deposited to a departmental course/lab fee budget within the designated fund.

A financial report for each department charging a course/lab fee must be submitted to the applicable Dean at the end of each semester. The reports will be forwarded to the Controller's Office once reviewed by the Dean. The course fee financial report template available on the Controller's Office web site should be used for this purpose.

Yearly audits will be performed under authorization from the administration of The University of Southern Mississippi. Improper use of proceeds from course/lab fees by a department may result in the decrease or removal of those specific fees. Course/lab fees will be reviewed by the Provost every three years.

Approved April, 2009  
Revised in May 2009 to add 2 due dates