Course/Lab Fee Policy
The University of Southern Mississippi

Under IHL Board Policy 702.02(C), fees are allowable for supplies, activities or services made available to students. 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 by course or per credit hour 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 monitors, guest speakers, 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 salaries and wages for faculty (including adjuncts) or staff, student scholarships, travel expenses and normal consumption of materials purchased by the department during the regular course of a class.

Departments requesting revenues from course/lab fees must complete a Course/Lab Fee Request form available on the Business Services 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 must be approved by the Department Chair and submitted to the Dean by February 1 for the upcoming academic year (fall, spring, summer). Once approved at the Dean’s level, the paperwork should be submitted to the Provost no later than February 15. Once approval by the Provost and Vice President for Finance and Administration, the course/lab fee will be added to the list of course/lab fees in the class search. All revenue generated by course/lab fees must be deposited to a departmental course/lab fee budget within the designated fund. This budget must be established prior to making the request for a new course /lab fee.

Each Dean has oversight responsibility to ensure the course/lab fee revenue is being used as intended. A financial report for each department charging a course/lab fee must be submitted to the applicable Dean at the end of each fiscal year. These reports will be retained by the Deans and made available for review by the Provost upon request. The course/lab fee financial report template is available on the Business Services web site. Improper use of proceeds from course/lab fees by a department may result in the decrease or removal of those specific fees.