

**PROCEDURES FOR LAB/SPECIAL FEE PROCESS**

1. The lab/special fee table is submitted to the Board of Trustees each year as part of the annual budget package. Additions, changes or deletions to the lab fee table are submitted in writing, with appropriate justification to the Office of Instructional Services and forwarded to the President for review and submission to the Board of Trustees.
2. Lab fees associated with a new course are proposed by the appropriate department, reviewed by the Curriculum Committee and forwarded to the President for review and submission to the Board of Trustees, using the appropriate credit or non-credit new course form.
3. Additions, changes or deletion of lab fees on an existing course are proposed by the appropriate department, reviewed by the Curriculum Committee and submitted to the President for review and submission to the Board of Trustees by written memo.
4. The lab/special fee table and the fees associated with each course are reviewed annually as part of the budget and catalog preparation processes.
5. Course fee records are maintained by the Office of Instruction as part of the computerized master course file and class schedule process. Fee tables are maintained by the Business Office.

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