



## COURSE LAB FEES PROCEDURE

**Board By Law:**  
**Policy Number: 6.0900**  
**Subject Area: Instruction**  
**Approved Date: 12/24/2003**

Recommendations for any course lab fee changes should be made by faculty leadership and submitted to the appropriate Instructional Dean by a deadline determined and communicated via the term schedule. A justification for any changes must accompany the submission. The Instruction Dean, in consultation with the Vice President of Instructional Services, the College President, and any other appropriate staff, will determine if the change should be implemented and submit to the Board of Trustees for approval no later than the January board meeting.

Approved changes to course lab fees will take effect at the beginning of the academic year (Summer semester).

Replaces Course Lab Fees Procedure 4.353P  
Approved April 24, 2003