University of Idaho

Vice Provost for Academic Affairs
Administration Bldg 104
PO Box 443160
Moscow ID 83844–3160
Phone: 208-885-7941
Fax: 208-885-5050
www.vice-provost.uidaho.edu

M E M O

TO: Deans, Directors and Department Chairs

FROM: Jeanne Christiansen, Vice Provost for Academic Affairs *Jeanne Christiansen*

DATE: November 13, 2012

RE: Deadline, Policy and Procedure – Special Lab and Course Fees

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Deadline

The deadline for requests for Special Lab and Course Fees for both Fall 2013 and Spring 2014 ***will be Thursday, February 28, 2013 by 5 p.m.*** Requests should be submitted on the attached fee request form with appropriate signatures and budget number(s). Incomplete forms will not be accepted. Send a PDF copy of the signed forms to pattih@uidaho.edu). The form and fee policies are on the Vice Provost webpage at: http://www.vice-provost.uidaho.edu/ under "Forms for Faculty" and attached for your reference.

Policy

Special Lab and Course Fees: Special fees are those required for specific courses or activities or assessments that are NOT required of all students at the University of Idaho. These fees fall into four categories: 1) fees that support course offerings; 2) fees that pay for consumables; 3) fees that pay for the cost of special class activities; and, 4) fees that cover specialized class offerings. ***These fees can NOT be used to pay for faculty instructional costs***. Costs for courses offered using compressed video should be budgeted through the outreach account; faculty-led study abroad should be coordinated through International Programs.

All course and lab fees ***need approval prior to implementation***, per the UI Administrative Procedures Manual (Chapter 20, Section 9). These fees are part of the total fee charged on students bills which provides students with a record of all fees paid for the term. All course and lab fees are collected by Student Accounts through this process, consistent with UI policies and practices.

The following list outlines the justified uses for Special Lab and Course Fees:

1. College preparatory skills courses.
2. Consumable supplies and course packs via the Bookstore.
3. Experiential learning activities *(e.g., internships, field trips, service learning).*
4. Third-party charges for facilities, activities or services.
5. Private individual instruction *(tutoring by a TA, but non-faculty).*
6. Technology delivery of courses *(video, online, CD, DVD, PodCast, etc).*
7. Specialized computers and software.
8. Equipment repair and maintenance.
9. Professional liability insurance for students in practicum.
10. Personnel ***(non-faculty)*** costs for optional class activities.

Procedure:

1. Faculty member completes Special Course and Lab Fee form with justification for assessment of new fee.
2. Faculty member submits the request to department administrator(s) for signature. The department administrator approves and submits the request to the Dean/Associate Dean for review and signature *[Note: The committee will only consider requests submitted on the current form.]*
3. Once the Dean/Associate Dean approves the request, a PDF copy of the signed document is submitted to the Office of the Vice Provost for Academic Affairs (pattih@uidaho.edu).
4. The Special Course and Lab Fee Committee will evaluate and act on requests. The Office of the Vice Provost will notify the Dean/Associate Dean of the College and the manager of Student Accounts of the committee decision.
5. A list of fees that have been approved by the committee will be provided to the Student Account, Financial Aid, and the Registrar's offices.
6. Student fees will be collected through Student Accounts.

FEE REQUEST TIMELINE: You can anticipate the following timeline each year for this process:

Action	Timeline
Faculty submits fee proposals to Department/Unit Leaders	**January and February**
Department Heads/Unit Leaders submit fee proposals to Dean/Associate Dean	**January and February**
Fee Proposal Due Office of Vice Provost for Academic Affairs	**February 29, 2013**
Committee Dialogue/Decision	**Within one week of deadline for submission**

If you have any questions regarding the deadline, policy or procedure, please contact Patti Heath (pattih@uidaho.edu) in the Vice Provost for Academic Affairs Office by calling 885-7941.

ATTACHMENTS: Special Lab and Course Fee Form

Revised 11/12/12

UNIVERSITY OF IDAHO
REQUEST FOR SPECIAL LAB AND COURSE FEE (SLC FEES)

Date:_____

College: _____Department:_____Campus Zip: _____

Course Title:_____ Course No._____

Credit Hours: _____ CRN: _____ Effective Semester/Year: _____

Campus Code for Course (circle all that apply): A - Moscow **B –** Boise **C –** L&S Outreach **D –** Coeur d'Alene
E – Education (Outreach) **F-** Idaho Falls (IFCHE) **G -** Engineering Outreach **H –** Adult, Career, Technical Education
I – Independent Study of Idaho **J –** Twin Falls **K –** Agricultural Outreach **L –** NR Outreach **M –** COMER Outreach
N – CBE Outreach **O –** LAW Outreach **P –** A&A Outreach **Q –** Engineering Off-Campus **R –** Env. Science Outreach
S – SCI Outreach **T –** CLASS Outreach **V –**Idaho Virtual Campus

Anticipated Enrollment: _____

Current Fee: _____ Date Approved: _____ Proposed Fee: _____

Will fee apply to All semesters? ___Yes ___No If no, to which semesters will it NOT apply? Fall __ Spring __Summer __

Descriptive Title for Time Schedule Information _____

The Special Lab and Course Fee Committee reviews all requests for lab and course fee for compliance with State Board of Education policy. Check the reason(s) below that apply to this request for a special course or lab fee.

____1. College Preparatory Skills Courses
____2. Consumable course and lab materials and equipment
____3. Experiential learning activities (e.g., internships, field trips, service learning)
____4. Third-party charges for facilities, activities or services
____5. Private individual instruction (tutoring by a TA, but non-faculty)
____6. Specialized equipment, computers, software and software upgrades
____7. Professional liability insurance for students in practicum
____8. Other (Please specify)_____

Provide budget information and rationale developed by program director to support request on page 2 of the form: _____
_____
_____

Signature/Date

_____	_____	_____
Department/Administrator Date	Dean/Associate Dean Date	Vice Provost for Academic Affairs* Date

***Vice Provost forwards approved copies to Registrar (4260), Student Accounts (4250),** **Request Department's Zip Code:_____**

Student Accounts Office:

Academic Affairs – Zip 3160 Phone: 885-7941 email: pattih@uidaho.edu

Revised 11/12/12

UNIVERSITY OF IDAHO
REQUEST FOR SPECIAL LAB AND COURSE FEE (SLC FEES)
Narrative Explanation to Support Request

Provide narrative explanation to support the request for a special course and lab fee for the course noted on page 1 of the form. The rationale must include the following: expected course enrollments, need for additional fee, intended expenditures and uses of the fund, and any other information that would help the committee in its review of the request.

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Provide the following budget information for the special course and lab fee account.

Current Fee: _____ **Date Fee was Approved:** _____ **Proposed Fee:** _____

Y Account Designated for the Fees Collected: _____

If this is a new fee, provide estimated revenue and expenditures on an annual basis below.

Anticipated Annual Revenue	Anticipated Annual Expenditures

If this is a previously approved fee, provide actual revenue, expenditures, and account balance for the past three years.

Current Revenue	Current Expenditures	Account Balance

Academic Affairs – Zip 3160 Phone: 885-7941 email: pattih@uidaho.edu