

Policy Manual



Title: Laboratory Fees	Number: 6Hx2-6.14
Legal Authority: Fla. Statutes 1001.64(10); 1009.23(12)(a)(b)	Page: Page 1 of 2

GENERAL STATEMENT

Florida State Statutes authorize the Board of Trustees of Broward College to establish laboratory fees in addition to tuition fees. This policy addresses varied course and program types offered within the following credit types: Advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational, and institutional credit.

For advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational, and institutional credit, such laboratory fees shall not exceed the cost of the services provided and shall only be charged to students or agencies receiving the services per F.S. 1009.23.

The following are requirements for the aforementioned credit types:

- Each laboratory fee will be reviewed at least once every five years.
- Laboratory fees are limited to the cost of equipment, equipment maintenance and repair, service contracts, course-specific software, standardized testing, laboratory supplies, and course-specific part-time personnel.
- Laboratory fees associated with a course offered at multiple campuses and/or locations will be identical.
- Laboratory fees may not be charged to students in online distance education courses. If online students routinely use supplies, staff, equipment and services described in this policy, the cost of these items or services must be calculated into a special distance learning fee specifically associated with the online distance education course.

Professional Liability and Accident Insurance fees will be assessed to students taking designated courses in programs approved by the Florida Community College Risk Management Consortium. Upon receipt of the new fee rates from the Consortium, the Vice President of Academic Affairs will transmit them to the Board of Trustees during the Spring term for their consideration. Upon Board of Trustees approval, the fee will be implemented for the next academic year.

THE POLICY and THE STUDENT

This policy ensures consistency in the way in which fees are established, reviewed, and calculated to ensure that fees paid by students are implemented per Florida Statutes and State Board of Education Rules.

THE POLICY and THE FACULTY AND STAFF.

This policy ensures that new or revised fees will be calculated in a consistent manner, subject to a coordinated and periodic review by academic and financial administrators. Fees related to advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational, and institutional credit courses are subject to Board of Trustees approval prior to implementation.

IMPLEMENTATION and OVERSIGHT

The Vice President of Academic Affairs, in coordination with the Pathway Deans/Associate Deans, the Campus Presidents and the Senior Vice President, is responsible for the implementation and oversight of this policy.

History: Revised Adopted May 4, 2011, revised December 6, 2016, revised February 26, 2019			
Approved by the Board of Trustees	Date: 02/26/19	President's Signature 	Date: 02/26/19

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VIOLATION OF POLICY

- All violations of this policy are to be referred to the appropriate Pathway Dean/Associate Dean, to the Campus President, the Vice President of Academic Affairs, and to the Senior Vice President.
- Violations of this policy may result in disciplinary action up to and including termination.
- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Course-specific Software - annual cost of any third-party software purchased specifically for use in the lab, including annual licensing fees for that software.

Equipment - annual cost of purchasing or replacing equipment that is used as part of instruction in the lab setting. The estimated useful life that the equipment will be in service will be used to convert the total cost into an annual expense.

Equipment Maintenance and Repair - annual cost to repair any of the equipment, regardless of the equipment value, used in the operation of the lab.

Laboratory Supplies - annual cost of supplies and/or materials used as part of instruction in the lab setting.

Part-time Personnel - annual cost of part-time personnel who provide direct support for students enrolled in lab courses.

Online Distance Education Course - a formal educational process in which at least 80 percent of the instruction, including assignments, tests and quizzes, and interaction between students and instructors and among students, and associated learning activities, occur inside a course/learning management system.

Service Contract - annual cost incurred related to third-party contracts to perform services directly related to the operation of the labs including course-specific memberships required for programmatic completion.

Standardized Test - annual cost incurred to purchase standardized tests specifically utilized by the students in the lab. These costs include, but are not limited to, tests used to certify completion of the course and/or licensure requirement.

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