

POLICY LIT.9.07  
LABORATORY AND SPECIAL FEES

**SCOPE:** Faculty and Staff

The Laboratory and Incidental Fees for all credit and non-credit courses and related services will be reviewed annually during the Catalog/Student Handbook revision process by all academic divisions and appropriate College departments.

Proposed Revisions and/or deletions of any laboratory and incidental fees will be submitted to the Provost/Vice President of Instruction. All new, revised and deleted laboratory and incidental fees will be presented to the Executive Team for review and recommendation to the President for approval.

The calculation of laboratory and incidental fees will include the cost of materials/supplies consumed by the students within the course, software, contract services, testing and other appropriate costs.

**Related Procedures:**

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:**

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted:*

*Reviewed: June 2026*

*Revised: May 2024*