

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Michelle Furlong
Signature

Michelle Furlong
Printed Name

08/21/2015
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Michelle Furlong
Signature

9/4/15
Date

College Dean (if applicable)

Signature Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:-

Wae Maje
Signature

9-4-15
Date

Michelle Furlong 9/11/15

Provost

Signature Date

President

Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Committee comments: The fee was approved by the committee. It clearly fits w/in the lab fee category so it should not require BOR approval. The benefits to student clearly outweigh the cost. Committee suggested verifying accuracy of fee since this is first year after Dept. split.

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Date of Application: 8/21/2015

College/Department: Arts & Sciences/Biology

Fee Name: Laboratory Fee

Choose one of the following:

- Newly proposed fee Existing fee that will change
(increase/decrease/eliminate) Reapplication of an existing fee
that will not change
Indicate which situation applies

Choose one:

- Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

All BIOL and SCI courses with L following the course number. For example: BIOL 1107L
The L following the course number signifies a laboratory course. Exceptions include any laboratory course that is offered online (BIOL 1111L with section numbers >89).
All BIOL introductory and practicum research courses with numbers 3224 and 4222.
All SCI courses with a laboratory credit component, for example SCI 3130

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 1,914 Fee amount per student: \$35 Annual Revenue: \$67,000

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program) Each semester the student is enrolled in the program Once per year
Is summer term included? _____ Which semester? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

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Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

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JUSTIFICATION for the DEPARTMENT OF BIOLOGY LABORATORY FEE

The Department of Biology was established in July of 2015 and represents over half of the discontinued Department of Natural Sciences. The Department of Natural Sciences charged a laboratory fee of \$35 per student enrolled in a laboratory course or research course at CSU. The Department of Biology will continue this laboratory fee as without this revenue stream we would not be able to offer laboratory courses at CSU. These fees are used to purchase all of the consumable supplies such as chemicals, glassware, pipette tips, biological specimens, equipment and instrumentation which are used daily in the laboratories. We also use these fees to maintain and service the instrumentation and equipment which students use regularly (weekly) throughout their biology laboratory experiences and which is vital to our program including microscopes, hoods, balances, spectrophotometers, thermal cyclers, autoclaves, ice makers, distillation apparatus, etc. We also use these fees for safety equipment and to cover the cost of the disposal of the chemical and biological waste that is generated and associated with these laboratories.

During the FY 15 the total expenditures from the Natural Science Fee budget was \$109, 236. This fee budget was used to cover all BIOL, CHEM, PHYS, ASTR and SCI laboratory courses with a previously approved laboratory fee associated with them. A sample listing of the FY 15 supplies that were purchased with this fee is included in our fee review that was submitted with this application. It is expected that the fee will be used in the same way that it has been in the past, but will only be used to cover expenses associated with biology courses.

The typical operating budget of a department (OS&E) is not designed or allocated in a manner that would support laboratory expenditures. Without this additional fee and budget stream, the Department of Biology would not be able to offer laboratory classes, we would not have the supplies, equipment or safety measures needed for such classes. The operating supply budget for Biology is roughly ½ of that of the Natural Sciences budget last fiscal year. The Natural Sciences operating budget has not been increased in over 20 years. BS programs in the sciences began in 2000 and enrollment in science labs has quadrupled since that time. As enrollment grew the budget did not increase. The department operating supply budget (\$24,000) can only cover the office supplies and copies needed to support the department.

Every student who registers for a laboratory course at CSU gets hands on experience with/and access to the laboratory supplies purchased by this fee. Students coming to CSU often have very limited experience in a laboratory setting and extremely limited hands-on experiences in science. This fee is extremely important for our students so that they gain the hands-on skills that they need to be successful in future careers and activities. Without paying this small fee students would be forced to purchase lab supply kits which often cost hundreds of dollars. It is simply more economical for them to pay this fee so that we can purchase the materials in bulk for them and maintain the instruments they need to use.

The Department of Biology requires no other fees to support its courses or programs. Online courses do charge an online course fee which is collected by the Center for Instructional Development. We offer a single online lab each semester and in this particular course we do not charge a laboratory course fee since those students do not use laboratory supplies that we purchase. Instead they purchase a LabPak, which contains materials that they can use to conduct laboratory activities at home.

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