

NEIU Art Department

Department Fee Policy

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The Art Department Studio fees were established to provide students with consumable materials and supplement the maintenance and repair of specialized studio equipment. Due to the interdisciplinary nature of our program, all enrolled art students have access (per coursework and/or faculty permission) to specialized studios and equipment that range from painting easels, presses, and cameras to table saws, kilns, and computers. In maintaining our studios it is necessary that fees be used for purchasing and replacing a wide variety of consumable materials and replacement items.

The Art Department assesses fees to support students in the production of art and to maintain a safe and healthy work environment. The maintenance of equipment and studio space is a primary issue as well as providing materials for students to use. Fees collected by the art department will aid in providing a high quality learning environment for all students enrolled in art courses.

Fee Expenditures

The Art Department may use special course fee funds only for the purposes for which they were intended.

Allowable uses include:

Materials used by students, supplies, and replacement equipment.

Related costs of the set-up, maintenance, and cleaning of existing equipment.

Course fees may be used for tangible resources that are utilized to different degrees in multiple courses such as slide sets.

Course fees must be used to directly support specific course offerings.

Materials and equipment for repair and maintenance.

Non-allowable uses include:

Materials and equipment that is not accessible to students and course or program specific.

Advertising / marketing / recruiting.

Any materials or items used for administrative purposes.

Any items related to personnel: salaries, recruiting, advertising, assistantships, scholarships, direct instructional salaries, and honoraria.

Travel.

General office supplies.

Regular classroom equipment, materials, supplies, and services supplied by Facilities Management / Media Services / University Computing that is used for instructional purposes.

Any printed instructional materials such as syllabi, handouts, assignments, and examinations.

For the purchase of laptops, faculty computers and general, non-course specific, software, the use of computer and other laboratory equipment, operating system software, computer maintenance and related supplies, or expenses covered by the student technology fees.

For health and / or safety equipment required in carrying out course activities, such as equipment required by the Occupational Safety and Health Administration normally provided by Facilities Management.

For other course supplies or materials that could reasonably be expected to be covered by an institution's regular instructional budget.

Fee Collection

The university shall bill students through the university billing process. The department is prohibited from collecting special course fees in the classroom and faculty or instructors may not collect fees from students.

The university's ten day enrollment will be used to calculate the fee amounts transferred to the department and will be adjusted according to student withdrawals and reimbursement of tuition.

Approval and Notification

The department chair should consult with faculty in the affected studio when new course fees are proposed. A written request for new course fees will be submitted to the dean of the college and provost.

The Art Department and University shall notify students of all approved special course fees in the university catalog, schedule of classes and the Art Department web site. Students in the Art Department must be notified at least one semester prior to the implementation of any new course fees. When new fees are implemented, every effort should be made to notify students prior to the semester so that students can incorporate estimated expenses into their financial planning.

Questions concerning course fees should first be directed to the chair of the department. If there are still questions after a conversation with the chair of the department, questions should then be addressed to the dean's office of the college. If there are still questions after a conversation with the dean's office of the college, students may request that the provost's office review the course fee in question.

Accountability

Income from course fees must be used as intended and recorded in departmental income accounts. The department will maintain records of all expenses charged to the fee account.

Special course fees are not intended to be a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget