

LAB FEES & REGISTRATION POLICY FOR ARTIS 699B

Effective Summer 2017:

ArtIS 699B: Research: Thesis/Exhibition will have a variable fee ranging from \$25.00 – \$1100.00

Justification: “There are different instructors from many different media for each student taking this course. There is a wide variability of materials used and the costs for those materials may differ between particular student thesis projects. The instructor(s) will determine the appropriate fee based on the student’s thesis and expected material usage.”

Registration Procedure for ArtIS 699B: Research: Thesis/Exhibition

- The semester prior to enrollment in ArtIS 699B (regardless of the number of credits taken) each student must meet with their major professor to discuss their studio plans for the thesis course. This is necessary each time they take the course.
- If the student intends to work in a studio area(s) that is not under the direct supervision of their major professor, they must get approval for that activity from the appropriate faculty member(s).
- All faculty members involved, including the major professor and student must determine the course fee depending on the intended project(s). This budget planning will be similar to writing grant budgets.
- Complete the *ARTIS 699B Section Add Form* <http://www.design.iastate.edu/wp-content/uploads/2016/12/ARTIS699BAddForm.pdf>
College of Design > Departments And Degrees > Art And Visual Culture > Integrated Visual Arts (MFA) > ArtIS 699B: Add Form
- Submit the form to **Mandy Youngquist, 146 Design** by:
 - **February 1st for fall & summer semesters**
 - **September 1st for spring semester courses.**
- If faculty members have multiple students in 699B who all anticipate the same expenditures, one form can be used for the entire group.
- Once the section has been generated Mandy Youngquist will email the reference number to the student. This will enable them to register for the course.
- After the fee is assessed the 10th day of classes, each major professor must communicate to Deb Hearn if any 699B funds need to be transferred to other studio areas.
- If the student doesn’t use all their allotted funds, they can’t be reimbursed. If they reach their limit, they will have to supply their own materials. Faculty and students will have to develop methods to track material usage.

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