

## Collection and Use of Studio and Laboratory Fees

**Purpose:** To define the procedures for approving courses that may assess the studio laboratory fee and the various fiscal policies governing the use of the fees.

**Governance:** Academic Administration

**History:** Approved by Provost 8/1/2007

### Policy:

#### 1. Assessment of the Studio Laboratory Fee:

- a. The Studio and Laboratory Fee (SLF) is a course specific fee assessed for each student enrolled in courses approved as fee-bearing.
- b. The fee will be a single charge not related to the number of schedule credit hours or contact hours associated with the course.
- c. There is no cap or limit imposed on total SLFs students may be assessed during an academic term.
- d. Students who withdraw from a fee-bearing course are entitled to a refund of the SLF in accordance with the University's refund policies.

#### 2. Authority to Modify Studio Laboratory Fee:

- a. The Provost will have sole authority, with the advice of the department head and college dean, to classify courses as fee-bearing. Departments wishing to assess SLFs for specific courses will need to submit a narrative request to the college dean that provides a rationale for the SLF assessment.
- b. The Provost may recommend changes to the fees assessed.
- c. Changes to the fees assessed for fee-bearing courses must be approved by the President of The University of Tennessee System.

#### 3. Expenses to be subsidized by the Studio Laboratory Fee:

- a. The fee shall be used to offset those material expenses that are expended by students during the laboratory experience.
- b. These expenses shall be essential for the pedagogical focus of the laboratory course, not considered material otherwise funded by general operating budgets, and materials not readily available to students to purchase through common sources.
- c. The fee may be used to subsidize personnel expenses when the service of the individual is the sole focus of the laboratory experience (e.g., model for a drawing course).
- d. The fee may be used to subsidize travel expenses when the travel is essential for the focus of a laboratory experience that cannot be created on campus.
- e. The fee may be used to subsidize service contracts to maintain equipment; to purchase replacement of volatile parts for equipment; and to purchase license fees for specialized and discipline specific software used exclusively for student instruction.
- f. The fee may be used to purchase essential equipment used in the laboratory experience. Normally, equipment purchased with fees should be used exclusively by students for the laboratory course. Exceptions will be considered on a case-by-case basis.

- g. The fees will not be used to subsidize support staff, or the cost of common expendables that may be considered common office materials (e.g., writing equipment, notebooks, paper and similar materials).

**4. Accounting procedures for Studio and Laboratory Fee:**

- a. Each department allowed to charge a SLF will have a separate E account for laboratory expenses. This account will hold all revenue generated by laboratory fees. All laboratory expenses will be charged to this account. Positive balances at the end of the year will be carried forward to the next fiscal year. Deficits in the account must be covered by the Department's operating budget or other sources of support.

Academic departments that offer approved fee-bearing courses will receive periodic disbursements during the fiscal year based on the SLFs collected for the department's enrollments in studio or laboratory courses.