

Student Special Project Funding

The Department of Art has limited funds that may be used for special art studio or research projects by student art majors. The funds may also be used for student membership fees to join professional organizations.

The project submitted by the student may be part of an Independent Study or a regular art course, but if so, the project expense must exceed the material requirements for the course. That it does must be verified by the faculty member teaching the course. Funds may also be used for expenses associated with the Senior Capstone.

Maximum funding amount per project is \$250.00. A student may receive funding for only one project in an academic year.

The number of projects funded by the Department of Art will depend on the worthiness of the projects requested and the amount of money available.

Applications are to be submitted to the Department Chair.

Application Process

The application for the special funding must include the following:

1. A complete written description of the project, including how the project expense is beyond the regular course requirements, if applicable.
2. A written verification from the faculty member involved that the project is indeed beyond what is normally required, if applicable.
3. The time line for the project.
4. A complete and exact budget. This must include exact items, price of items, and shipping costs if appropriate.

Review Committee

The Review Committee for these special projects must consist of the following.

1. The Department of Art Chairperson or a faculty member appointed as the Annual Committee Chairperson by the Department Chairperson.
2. A Department of Art faculty member from the discipline in which the student will be working.

3. An additional Department of Art faculty member appointed by the Department Chair.

Once Funds Are Approved: Two Ways to Obtain Funds

1. On approval of project, student purchases items and submits receipts to the department administrative associate, who will request a check from the Foundation to reimburse student,

or

2. On approval of project, student places order with the department administrative associate, who will notify the student when the items arrive.