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**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

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Administrative Policy & Procedure  
(AP) 10.4  
Effective Date: 11/5/86

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**Subject:** Noncredit Instructional and Fund-Raising Activities

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**PURPOSE**

To provide guidance for the assignment and collection of fees in certain University departments for which revenue generation and cash handling are essential to the department's missions.

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**GENERAL POLICY**

The University has approved the assessment and collection of fees in certain University departments for which revenue generation and cash handling are essential to the department's missions. No University department may assess fees, charge for services, or engage in any sales activities unless the University has approved such activities and established written procedures for the assessment, collection, receipting, funding, and control of monies.

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**AUTHORITY**

The authority for the issuance of AP 10.4 is derived from Article VII, Section 4 of the Bylaws of the Board of Supervisors of the LSU System.

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**PROCEDURE**

Two University divisions have been designated to administer revenue-producing activities for departments or colleges. The Metropolitan College, through the Division of Continuing Education, will administer all revenue-producing noncredit instructional activities (courses, seminars, workshops, and conferences). Such activities are defined as those in which, typically, the clientele varies from one term to the next. Departments wishing to hold conferences, seminars, or activities having an instructional component and involving the collection of fees should contact the Metropolitan College.

The Office of Research and Development has been assigned responsibility for coordinating fund-raising activities. Departments wishing to conduct fund-raising activities should contact that office.

The Office of Business Affairs will not authorize the establishment of accounts for noncredit instructional or fund-raising activities which have not been routed through the above mentioned offices.

Cooper R. Mackin

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