



THE UNIVERSITY of
NEW ORLEANS

Policy No: AP-AA-16.2
TITLE: Noncredit Instructional and Fund-Raising Activities
EFFECTIVE DATE: November 5, 1986
CANCELLATION:
REVIEW DATE: Fall 2017

ADMINISTERED BY: Office of Vice President for Academic Affairs

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.

AUTHORITY

Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

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.

PROCEDURE

Two University divisions have been designated to administer revenue-producing activities for departments or colleges. Global UNO, 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 Global UNO.

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.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans