



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs

Policy No: AP-AA-16.4
TITLE: Noncredit Instructional and
Fund-Raising Activities
EFFECTIVE DATE: November 1, 2017*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2025

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 IV, Section VI 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. Professional and Continuing Education (PaCE), will administer all revenue-producing noncredit instructional activities (courses, seminars, workshops) as well as certain, professional conferences that fit within the mission and scope of PaCE). Departments wishing to hold revenue generating conferences, seminars, activities, or programs having an instructional component and involving the collection of fees should contact PaCE and the office of the Provost. The Office of International Education, under limited circumstances (e.g., study abroad, IELP), and with an advance approval from the Office of Business Affairs and the Provost, may also administer revenue producing instructional activities.

The Office of University Advancement is responsible for coordinating all fundraising activities. Departments, divisions, or programs wishing to conduct fundraising activities should contact that office and coordinate all fund-raising activities through the University Advancement staff.

The University will not authorize the establishment of accounts for noncredit instructional or fundraising activities which have not been routed through the above mentioned offices.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*
Revisions: 03/02/2022
12/19/2017