



THE UNIVERSITY of  
NEW ORLEANS

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

**Policy No: AP-AA-16.3**

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

**EFFECTIVE DATE: November 1, 2017\*  
(\*Policy Revised, see below)**

**CANCELLATION:**

**REVIEW DATE: Spring 2020**

#### **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. Extended Campus, will administer all revenue-producing noncredit instructional activities (courses, seminars, workshops, and conferences). Departments wishing to hold conferences, seminars, activities, or programs having an instructional component and involving the collection of fees should contact Extended Campus. The Office of International Education, under limited circumstances (e.g., study abroad), and with an advance approval from the Office of Business Affairs, 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: 12/19/2017*