

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: III:09:01 DATE: August 22, 1983
SUPERSEDES POLICY NO.: N/A DATED: N/A
SUBJECT: Non-Credit Activities
APPROVED: Robert O. Riggs, President R. O. Riggs

Conferences, seminars, workshops, institutes, or similar non-credit activities may be sponsored by Continuing Education and Community Services or by academic departments, or other University units, or through joint sponsorship.

Non-Credit Short Course activities, except those offered in fulfillment of a contract between the University and a non-university organization, may be sponsored only by the Office of Continuing Education and Community Services. Short course fees will be approved annually by the President during the budget cycle for the coming year.

Continuing Education and Community Services may sponsor or co-sponsor any non-credit activity that has been approved by the Vice President for Academic Affairs.

Academic departments and other University activities may sponsor or co-sponsor activities for which they assume full financial responsibility or for which they share financial responsibility with some off-campus co-sponsor. The nature of sponsored activities shall be in conformity with University policies and be approved by the Dean of the college or other University official at that level, except as provided in paragraph two above.

Reports

The Director of Continuing Education and Community Services shall establish procedures for collecting and reporting information regarding all non-credit activities sponsored or co-sponsored by a department or activity of the University.

Service Charges for Non-Credit Activities

Continuing Education and Community Services may provide services to programs they do not sponsor. Appropriate charges for these services will be made. The fee for services will be approved annually by the President during the budget cycle for the coming year..

Exclusion

This policy does not apply to non-credit activity offered for the exclusive benefit of degree students.

Implementation

The Director of Continuing Education and Community Services is responsible for the establishment and regulation of all procedures related to this policy.

See Policy III:09:02 Continuing Education Units for the awarding of Continuing Education credit (CEU).