

## **Non-Credit Activities**

### **POLICIES**

**Issued:** May 13, 2022

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Center for Extended and International Education

---

#### **Policy Statement**

---

Conferences, seminars, workshops, institutes, or similar non-credit activities may be sponsored by Continuing Education 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. The President will approve short course fees annually during the budget cycle for the coming year.

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

Academic departments and other University activities may sponsor or cosponsor activities for which they assume full financial responsibility or for which they share financial responsibility with some off-campus cosponsor. 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.

---

#### **Contents**

---

##### **Procedures**

- Reports
- Service Charges for Non-Credit Activities
- Exclusion
- Implementation

##### **Links**

- APSU Policy 2:003

**Procedures**

<b>Reports</b>	The Director of Continuing Education shall establish procedures for collecting and reporting information regarding all non-credit activities sponsored or cosponsored by a department or activity of the University.
<b>Service Charges for Non-Credit Activities</b>	Continuing Education may provide services to programs they do not sponsor. Appropriate charges for these services will be made. The President will approve the fee for services annually during the budget cycle for the coming year.
<b>Exclusion</b>	This policy does not apply to non-credit activity offered for the exclusive benefit of degree students.
<b>Implementation</b>	The Director of Continuing Education and Community Services is responsible for the establishment and regulation of all procedures related to this policy.  See Policy 2:003 Continuing Education Units for the awarding of Continuing Education credit (CEU).

**Links**

<b>APSU Policy 2:003</b>	<a href="http://www.apsu.edu/files/policy/2003.pdf">http://www.apsu.edu/files/policy/2003.pdf</a> <a href="https://apsu.navexone.com/content/dotNet/documents/?docid=63&amp;public=true">https://apsu.navexone.com/content/dotNet/documents/?docid=63&amp;public=true</a>
--------------------------	--

**Revision Dates**

APSU 2:004 – Rev.: May 13, 2022  
 APSU 2:004 – Rev.: August 1, 1986  
 APSU 2:004 – Issued: August 22, 1983

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs	TBR
<input checked="" type="checkbox"/>						

**Approved**

President: signature on file