

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:004	Supersedes Policy Number: III:09:01
Date: August 1, 1986	Dated: August 22, 1983
Subject: Non-Credit Activities	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference:
Approved: <p style="text-align: right;">President: Signature on File</p>	

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. The President will approve short course fees annually during the budget cycle for the coming year.

Continuing Education and Community Services 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.

Reports

The Director of Continuing Education and Community Services shall establish procedures for collecting and reporting information regarding all non-credit activities sponsored or cosponsored 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 President will approve the fee for services annually 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 2:003 Continuing Education Units for the awarding of Continuing Education credit (CEU).