

TITLE: Non-Credit Activities

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EFFECTIVE DATE: December 6, 2005

PURPOSE: To establish criteria for operating and reporting non-credit activities

REVIEWER AND REVIEW DATE: CAO
Fall 2024 and every five years thereafter

OPERATING DETAILS:

1. Mississippi University for Women recognizes the importance of its community service role and, in partial fulfillment of this role, the university may provide a variety of quality non-credit programs. For the purpose of this policy, non-credit activities are defined as educational activities for which a fee is charged but no academic credit is awarded, and no transcripting of participation is recorded. These activities take many forms but all will include teaching/learning experiences that will benefit the individual who pays the fee to participate.
2. Within Academic Affairs, Deans/Directors will have the responsibility of managing non-credit activities. The Dean/Director is responsible for ensuring that all applicable policies and guidelines of the institution are followed. For example, while the Dean/Director will have the authority to approve an activity, all advertising will need to be reviewed by public affairs and all expenditures of funds will need to meet all applicable policies.
3. The Dean/Director is responsible for reporting all non-credit activities to the CAO.
4. All non-credit activity must be conducted in such a way that the revenue generated offsets expenditures incurred. To this end, each activity scheduled will include a revenue/cost statement that demonstrates the feasibility of the project.
5. At a minimum, 15% of all revenues will revert to the University general fund to cover administrative costs. Additional charges may be made for special or extended use of University facilities or if university supplies and materials are being used.

Reviewed: 9/10/09; 9/16/14; 10/22/19