



**Policy Title:** AA3007 - Non-Credit Activities

**Subject Area:** Academic

**Responsible Official(s):** Executive Vice President and Provost

**Responsible Office(s):** Center for Regional Economic Enrichment

### Policy Statement

The [Office of Professional and Continuing Education](#) (PACE) may sponsor or co-sponsor any non-credit activity that has been approved by the Executive Dean, UofM Global, the College of Professional & Liberal Studies (CPLS), and the Center for Regional Economic Enrichment, or a designee. Academic departments and other university departments may also sponsor, or co-sponsor activities approved by the dean of their college or other division head.

All registrations and revenues from seminars, workshops, institutes, or other similar non-credit activities must be processed through the Continuing Education Registration Unit or through the University & Student Business Services (USBS) Office.

The Office of Professional and Continuing Education is the sole administrative unit authorized to approve, administer and issue Continuing Education Units (CEU's). Any CEU awarded to participants in a non-credit activity must be approved prior to the activity and issued by the Office of Professional and Continuing Education.

Appropriate charges will be made for registration and other services provided by the Office of Professional and Continuing Education.

All academic departments and administrative divisions will submit to the Executive Dean, UofM Global, the College of Professional & Liberal Studies (CPLS), and the Center for Regional Economic Enrichment, or a designee, a summary of all non-credit activities sponsored or co-sponsored by the University of Memphis in the previous fiscal year prior to August 1.

### Related Documents, Policies and Forms

[Request for Non-Credit Activity CEU/CPE Application  
Professional and Continuing Education \(PACE\)](#)

**Last Revision Update Log: 12/02/2022**

AA3007 supersedes UM1284

UM1284 – Issued: September 15, 2003 – supersedes policy number 1:2B:07:01, 2B:07:01A, 2B:07:01B and 2B:07:03A