

UAM OPERATING PROCEDURE 650.1

Re: Continuing Education

August 9, 1995

Revised: July 1, 2011

The University offers non-credit Continuing Education programs/courses in selected topics as a service to the citizens of the region. These activities are available through support units and are approved by the Office of Advancement/University Relations.

The financial arrangements for Continuing Education are supervised by the Office of the Vice Chancellor for Finance and Administration and must follow the policies and procedures of the State of Arkansas and the University. All Continuing Education programs must be self-supporting. A portion of the funds collected will be used to offset the University's expense of salary and operating budgets of the Coordinator..

Before a continuing education activity is announced, a Continuing Education Proposal form must be submitted to the Coordinator of Continuing Education. Publicity on the program is not to be released until the sponsoring unit receives approval from the Coordinator in conjunction with the Vice Chancellor for Advancement/University Relations.

The UAM Cashier's Office is the only authorized collection site for continuing education funds. The head of the unit sponsoring the activity should contact the Office of the Vice Chancellor for Finance and Administration for payment instructions in advance of publicizing the activity.

All documents such as purchase orders, professional services contracts, personnel action forms, and facility reservations must be submitted prior to the start of a continuing education course. Signature authority for a continuing education account will be the head/director of the unit/department respectively.

A summary report on the activity must be filed with the Office of Advancement/University Relations and the Office of the Vice Chancellor for Finance and Administration. This report is due no later than two weeks after the conclusion of the continuing education course. A copy of the proposal form and the report form are provided on the following pages.

UAM CONTINUING EDUCATION PROPOSAL FORM

Course Title _____

Sponsoring Unit _____

Signature of Unit Head _____

Name(s) of Instructor(s) _____

Social Security Number(s) _____

Stipend/Wage to be paid _____

A UAM Personnel Action Form is required for any payment made through the University.

Location of course _____

Facilities to be used _____

Dates & times at which
course will be offered _____

Course fees _____

Attach an itemized estimated budget for this program.

This form must be submitted to the Office of Advancement/University Relations prior to the
release of any publicity for an activity.

Vice Chancellor for Advancement/University Relations Approval Signature

_____ Date _____

Finance and Administration Use Only

Account Number _____

Account Name _____

Transaction Code _____

Transaction Name _____

UAM CONTINUING EDUCATION COURSE SUMMARY REPORT

Course Title _____

Name(s) of Instructor(s) & _____

Social Security Number(s) _____

Location of Course _____

Dates & Times course offered _____

Total Contact Hours _____

Number of students enrolled for the course _____

Number of students completing the course _____

Please attach a typed list of all enrolled participants.

Report submitted by _____ Date _____

This report must be submitted to the Office of Advancement/University Relations after the completion of the noncredit course.