

Policy on Continuing Education/Professional Development Offerings

This policy provides a framework for administrative management and budgeting of continuing education and professional development activities offered through the colleges, the Center for State Policy and Leadership, or the divisions other than Academic Affairs.

1. Academic units must be aware of and adhere to all university policies related to cash handling as outlined in the Business and Financial Policies and Procedures, Section 10 – Cash Handling, <http://www.obfs.uillinois.edu/manual/#s10>.
2. As with credit bearing activity, university overhead expenses are incurred in the delivery of professional development offerings. In recognition of support costs such as for the physical plant and technology, colleges will be assessed 10% of revenue as a campus overhead charge. This campus overhead charge will be in addition to any university imposed overhead charges normally assessed such as fringe benefits on salary and wages. Requests for exceptions to the campus overhead charge must be approved by the Provost.
3. Academic units are responsible for setting the charges associated with their professional development activities. The cost of delivering the programs must be fully covered. In setting prices, colleges must also recognize the overhead charges that will be assessed by the university upon the expenditure of funds from local accounts (see above).
4. Revenues from professional development activities should be expended in the year they are generated. Only minimal operating balances should be carried forward from year to year to avoid excess funds as defined by the Illinois Legislative Audit Commission.
5. Individuals seeking professional development are not allowed to participate in credit-bearing courses on a non-credit basis except under the audit or senior learner option in which case the usual charges associated with these enrollment types will be assessed. Charges for audit and senior learner enrollments are assessed through student accounts receivable and receipts are deposited into the income fund.
6. All continuing education/professional development activities must be approved by the dean/executive director in the case of academic affairs offerings or by the Vice Chancellor for Student and Administrative Services in the case of student affairs offerings or by the Chancellor in the case of Chancellor's Division offerings.

4-16-07