

## CONTINUING EDUCATION PROGRAMMING

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	D. Student / Academic
<b>Parent Policy:</b>	D42
<b>Approval Date:</b>	June 15, 2023
<b>Effective Date:</b>	June 15, 2023
<b>Procedure Owner:</b>	Vice President, Academic

<b>Overview:</b>	<p>This procedure covers the development, delivery, and review of all Continuing Education non-credit and credit based programming. It ensures the College has a systematic approach to Continuing Education programming, including processes to support ongoing student success.</p>
<b>Procedures:</b>	<p>All Continuing Education learning opportunities are carefully evaluated to ensure established quality standards are met and College policies are adhered to.</p> <p><b>Continuing Education Non-Credit Programming Procedures</b></p> <p><u>Programming Development</u></p> <p>All non-credit courses and programs are developed based on identified student and industry requirements, and are expected to cover the variable expenses of the course/program and any fixed overhead costs associated with the delivery.</p> <p>Variable expenses for non-credit programming include:</p> <ul style="list-style-type: none"> <li>● Personnel costs related to the activity</li> <li>● Supplies and materials</li> <li>● Equipment and facility rentals</li> <li>● Targeted advertising and promotion</li> <li>● Associated travel and accommodations</li> </ul> <p>Fixed overhead costs for non-credit programming include:</p> <ul style="list-style-type: none"> <li>● Personnel costs for Continuing Education staff</li> <li>● General advertising and promotion</li> <li>● Course and Program Development costs</li> </ul> <p><u>Student Mandatory Non-Instructional Fees (MNIF)</u></p> <p>Continuing Education non-credit programming and Corporate Training MNIFs are assessed on an individual basis in relation to the above-stated fees predicated on "ability to access" and existing agreements.</p>

International students enrolled in full-time programs will be subject to the international premium with respect to any courses taken through Continuing Education.

#### Application and Admission

Application and Admission requirements for non-credit programs are determined by Continuing Education.

#### Availability of Student Funding

Students enrolled in non-provincially approved programming are not eligible for Alberta Student Loans, but may be eligible for private loans and continuing education designated scholarships/bursaries.

#### Continuing Education Credential Naming Conventions

##### *Non-Credit Programs:*

- For successful completion of a non-credit program, students will receive a Certificate of Professional and Continuing Education.
- This naming convention will apply to program marketing approaches, including the College website.

##### *Non-Credit Courses:*

- For successful completion of a course or collection of courses with no assessment, students would receive a certificate of participation.
- For successful completion of a course or collection of courses with an assessment, students would receive a certificate of completion.

##### *Microcredentials and Badges:*

- For successful completion of microcredentials and/or groups of microcredentials, students will receive electronic badges.

#### Access to Services

Continuing Education students may register for housing and/or meal programs by application to Conference Services.

Students who have been charged Students Services fees will be eligible for the applicable services based on the type and location of programming and the fees assessed (e.g., learning assistance, library services, Health and Dental, recreation).

### **Continuing Education Credit Programming Procedures**

#### Programming Development

All credit courses or programs adhere to Olds College program development policies and processes and are chosen to be offered via credit in Continuing Education based on:

- The ability to support learners with a need for part-time programming and alternate service delivery approaches.
- Supporting learner pathways and providing opportunities to enhance previous credentials.
- Expanding student funding access for non-traditional delivery.

- Enhanced responsiveness to industry needs.
- The ability to incubate program opportunities.
- The capacity for revenue generation, including supporting key investments in priority areas and fostering institutional sustainability.

#### Curriculum Oversight

Individual credit courses that are offered both in Continuing Education and in full-time programming are subject to the existing Program Curriculum Committee (PCC) with responsibility for that course and will adhere to the Olds College Program Curriculum Committee policy.

Further, as new credit programs are approved to be offered through Continuing Education, the Program Curriculum Committee will be formed to provide applicable curriculum oversight and will adhere to the Olds College Program Curriculum Committee policy.

All Continuing Education credit programs will also include Industry Advisory Committees (IAC) and align with the Industry Advisory Committee policy.

In addition, all credit programs and courses offered through Continuing Education will be subject to the same course and program review process as full-time programming, which aligns with applicable Olds College policies and procedures.

#### Policy Alignment

Olds College credit programs, regardless of whether they are offered via full-time programming or through Continuing Education, are subject to the majority of the same policies, procedures, and processes, including: program review, industry advisory committees, academic integrity, assessment, program development, program curriculum committees, course development and revision, grading, etc.

However, there are some instances in which certain policies will not apply to Continuing Education credit programs, primarily relating to scheduling and fees, including:

- D04 - Calendar of Important Dates
- D24 - Academic Scheduling
- D28 - Admissions Procedure
- B12 - Tuition and Fees Policy (Note: credit courses will fall under the Tuition and Fees regulations, however, payment and collection of fees and refunds are subject to Continuing Education processes).

Note, in instances where Olds College Policies mention the Dean or Associate Dean, the Senior Manager responsible for Continuing Education will fulfill that role for Continuing Education credit students, except for those instances related to curriculum. All matters relating to curriculum fall under the Dean of the related School. In the event of uncertainty around curriculum scope, the Vice-President, Academic will make a final determination.

#### Student Mandatory Non-Instructional Fees (MNIF)

Continuing Education will collect all appropriate MNIFs and distribute revenue as required, respecting Students Association Olds College (SAOC) and institutional agreements. Note: There are certain Continuing Education student categories, including online and dual-credit, that are assessed on an individual basis in relation to the above-stated fees predicated on "ability to access" and existing agreements.

Credit programs and or courses offered through Continuing Education will also be subject to an international rate.

*Application and Admission*

For credit programs in Continuing Education, admission will adhere to the admission requirements outlined for the program, with the Dean of the School providing oversight and making any final admission determinations.

*Access to Services*

Continuing Education students may register for housing and/or meal programs by application to Conference Services.

Students who have been charged Students Services fees will be eligible for the applicable services based on the type and location of programming and the fees assessed (e.g., learning assistance, library services, Health and Dental, recreation).

*Availability of Student Funding*

Students enrolled in any provincially approved programming, regardless of whether it's offered via Continuing Education or Academic Schools, are eligible for Alberta Student Loans.

*Continuing Education Credential Naming Conventions*

For successful completion of a PAPRS approved Continuing Education credit program, students would receive certification following the same naming conventions as the school-based credit credentials.

**Definitions:**

**Continuing Education Non-Credit Program:** A set of courses delivered to students through open enrollment. These programs are not subject to the provincial regulatory system.

**Continuing Education Non-Credit Course:** A course delivered via Continuing Education that has not been approved as part of a provincially approved program.

**Continuing Education Non-Credit Student:** A student enrolled in a non-credit program or course.

**Continuing Education Credit Program:** A provincially approved academic credit program delivered via Continuing Education, and under the curriculum oversight of a Dean, that has been approved by Academic Council.

**Continuing Education Credit Course:** A credit course delivered via Continuing Education that has been approved by Academic Council, as part of a provincially approved program. Note: In some instances, the same course may also be offered via an academic School within the College; however, students choosing to enroll in a Continuing Education credit course are subject to the Continuing Education Programming Policy.

**Continuing Education Credit Student:** A student enrolled in a Continuing Education provincially approved academic credit program and/or course are subject to the rights and responsibilities of the Continuing Education Programming Policy.

**Related Information:**

D42 Continuing Education Programming

**Review Period:**

3 Years

**Revision History:**

New: June 2016  
Revised: May 2020  
Revised: May 2023