

## **Continuing Education Policy**

**EFFECTIVE DATE:** February 12, 2015

**RESPONSIBILITY FOR IMPLEMENTATION** Vice-President Academic

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### **POLICY STATEMENT**

Grande Prairie Regional College offers a diverse array of continuing education courses, programs and services that support workforce, community capacity and general public interest.

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### **CROSS-REFERENCE:**

Recognition of Learning Experiences  
College Involvement in Commercialization Policy  
Course Outline Policy  
Course Management  
Examination  
Grading  
Integrity in Research and Innovation Policy  
Student Rights and Responsibilities

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### **PURPOSE**

Grande Prairie Regional College (GPRC) must ensure consistency in the development, delivery and maintenance of Continuing Education courses and programs throughout its service region.

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### **SCOPE**

This policy applies to all non-credit courses and programs, training and educational services offered by Grande Prairie Regional College (GPRC).

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## DEFINITIONS

**Applied Research** - GPRC defines applied research as a course of systematic inquiry leading to a possible and useful outcome.

**Badge** – Awarded upon completion of an approved cluster of non-credit courses or, applied research activity offered by Continuing Education.

**Certificate of Completion** -The recognition awarded to a student who has completed all the requirements of a designated non-credit program.

**Client** – An organization or, persons who has contracted delivery of training and/or educational services.

**Curriculum Credits** – The number of credits a student is taking that is specific to the requirements of the student’s program.

**Credit** - The quantitative measure or weight assigned to the “amount of learning” a student receives through a combination of lectures, tutorials, labs etc.

**Entrance Requirements** - Sometimes called Admission Requirements, is the academic background necessary for admission to a particular program of studies.

**Non-Credit** - Courses not recognized for credit towards a College academic certificate, diploma, degree or program of studies.

**Parchment** - The award received for successful completion of a curriculum of studies that is recognized by a certificate of completion.

**PLAR** - The process used to recognize knowledge and competencies acquired through informal and non-formal learning.

**Registration** - The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

**Required Courses** - Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

### **1.1 Types of Continuing Education Courses/Programs**

- Workforce Courses/Programs: Courses/Programs that meet the needs of business, industry, professional/labour organizations and aboriginal stakeholders.
- Community Capacity: Courses/Programs that strengthen the ability of individuals, nonprofit/voluntary organizations to achieve their missions and desired outcomes.
- General Public Interest: Courses/Programs that meet the lifelong learning needs of members of the general public.

## **PROCEDURES/RULES STATEMENTS**

### **2. Approval Process for Continuing Education Courses/Programs**

2.1 All new Continuing Education courses/programs will be developed in concert with appropriate consultation with Continuing Education Coordinator(s), Dean(s)/Director(s), all affected or interested Faculty or, Stakeholders.

2.2 A Continuing Education Course/Program Proposal shall include:

- Course/Program and credential title;
- Enrollment data such as start date, target market, minimum and maximum numbers of students;
- Required prerequisites, screening procedures, successful completion criteria;
- Program outline including a curricular framework grid (see definition section of this policy) which will include details about the length and number of hours in each course;
- Plans for curriculum development and evaluation;
- Instructional design/delivery options;
- Marketing needs and strategies;
- Plans for laddering and/or bridging (where appropriate)
- Potential partnership agreements;
- Proposed Non-Base Funded Program Budget (NFPB)
- Funding sources and other benefits for the College;
- Logistical requirements including registration, facilities services, learning resources, clerical, marketing;
- Identification of Program Development/Advisory Committee members (where applicable)

2.3 Upon completion, the proposal will be forwarded to the Director of Continuing Education who may:

- a.) Deny the proposal;
- b.) Request revision of the proposal;
- c.) Immediately approve development/delivery of the course/program (where applicable) and inform Education Council and Academic Deans/Chairs for information;
- d.) Initiate an advisory committee to guide further development of a course/program (where applicable).

### **3. Continuing Education Budget**

3.1 Prior to the delivery of all Continuing Education courses/programs a Non-Based Funded Program Budget (NBFPB) must be completed to demonstrate the financial viability of a course/program. NBFPB's must be approved by the appropriate signing authority as per GPRC Policy prior to course advertisement or, delivery.

### **4. Contract Training/Educational Services**

In response to the needs of the service region, Continuing Education offers stakeholders the opportunity to broker or, (contract) the delivery of training and/or educational services.

4.1 Within their assigned scope Continuing Education Coordinators with work with stakeholders to identify training and/or educational service needs.

4.2 Upon identifying training and/or educational service needs and risks, the Coordinator will develop, in consultation with the appropriate budget officer and contract manager (as per GPRC Policy) a contract quote to be submitted to the client.

4.3 If the client accepts the quote, the Coordinator will develop a Services Contract in consultation with the appropriate budget officer and contract manager (as per GPRC Policy)

4.4 Upon acceptance of the contract the Coordinator will supervise contract delivery in concert with the client and GPRC staff.

### **5. Certificates of Completion**

Upon successfully completing a Continuing Education program of study, students may apply for a certificate of completion through the Student Services Department by the first day of each calendar month.

## 6. Cancellation & Refund Policy

### 6.1 Course/Program Cancellation by Grande Prairie Regional College

Sometimes it is necessary for a course/ program to be cancel due to low registration, instructor conflict or, other reasons authorized by the college. In the event that a course is cancelled the student will be given a full refund. The student will be given the option to keep an account credit on file so that you may take another course in the future.

### 6.2 Student Withdrawal – Two Business Days Prior or, More

If registration is withdrawn two business days or more prior to the course start date:

- Refunds in the full amount of the course will be issued.
- Rescheduling from one course date to another (based on availability) will be processed with no administration fee.

### 6.3 Student Withdrawal – Less than Two Business Days Prior

- No refund is issued.
  - Rescheduling from one course date to another (based on availability) will be processed with a \$50.00 administration fee.
  - In extenuating circumstances, refunds or rescheduling requests may be approved by the Continuing Education Coordinator based on factors specific to that situation.
  - If a student is unable to attend, individuals may be substituted with no administration fee assessed.
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