



<b>SUBJECT:</b>  Continuing Education Operations	<b>CATEGORY:</b>  Academic Programming	<b>NO.</b>  105
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**PREAMBLE**

SIAS offers comprehensive continuing education and training services that are provided as an extension of its core funded on-campus programming. These services are structured and designed to respond in a timely and cost effective manner to individual, community, and business and industry training demands and needs across Saskatchewan and beyond. Continuing education programming and services include credit and non-credit education and training provided through tuition based courses, third party funded programs, brokered programs with other academic institutions and contracts with public and private agencies.

The purpose of this policy is to provide consistent guidelines and practices for planning, costing, marketing, delivering and reporting on continuing education programming and services.

**POLICY**

Continuing education and training programming is an integral part of all SIAS program division operations. Continuing education activities are based and derive their academic underpinning from approved programs. As such, continuing education programming and services are planned, administered and delivered in a manner that is consistent with the direction and priorities set out in the business plan, institutional values, quality standards, and educational practices of SIAS.

SIAS continuing education programming and services are provided on a cost-recovery basis.

**PROCEDURES**

The continuing education procedures are located in the SIAS Program Operating Procedures Manual.

Approved by:  President & CEO	Prepared by:  Deans' Council	Date Issued:  May 8, 2007	Supersedes/New  Supersedes	Page  1 of 1 #105
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