

(Non-Credit) Certificate Completion Policy

Number: CCE-NCA-004
Audience: Non-credit Clients (individuals or groups on campus)
Issued: 01 September 2017
Last Revised: 01 September 2017
Owner(s): Assistant Director, Centre for Continuing Education
Approved by: Director, Centre for Continuing Education
Contact: CCE's Director's Office (Tel # 306-585-5801)

Scope

This policy covers only non-credit Career & Professional Development students in the Centre for Continuing Education.

Policy

To ensure students have the most complete and up-to-date learning, students must complete Professional Certificates within three (3) years from the term in which they begin the program. Course learning objectives and content, based on industry standards, change regularly based on current needs in the business environment.

Failure to complete the certificate within three years will result in students being required to re-take any classes that fall outside the three year window.

Exceptions on three year completion will be reviewed and approved on a case by case basis by the Manager of Career & Professional Development.