

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. D3-B
	ORIGINATOR Vice President, Student Life and Human Resources	
	APPROVED BY President's Executive Committee	
TITLE PROFESSIONAL DEVELOPMENT - COLLEGE COURSES - <i>Non-Credit</i>	EFFECTIVE DATE 2001.05.23	REPLACES New

MANAGEMENT POLICY

1. Consistent with the College's policy to support the professional development of College employees (reference College Directive D1), eligible staff may register in non-credit courses offered by the College, subject to availability, and may take advantage of a reduced fee charged per course. *Note:* Schools/Institutes have the prerogative to exclude certain courses from being offered at reduced fees, and will indicate such information on the Student Information System.
2. This policy also applies to retired employees of Algonquin College and current full-time employees of the Students' Association of Algonquin College.
3. The costs of books and/or other course related materials are to be borne by the employee (or former employee).
4. The College reserves the right to limit the number of Algonquin current employees, retired employees, or Students' Association current full-time employees in any given course.

DEFINITION OF ELIGIBILITY

1. Current staff, full or part-time, who are currently employed by the College and who have a minimum six months' accumulated employment within the past three years at Algonquin are eligible to take College non-credit courses under this policy; as are
2. Retired employees of Algonquin College and current full-time employees of the Students' Association of Algonquin College.

PROCEDURES

1. Staff wishing to register for a College non-credit course(s) are required to present proof of their eligibility at registration time.

Full-time staff are required to show their staff identification card.

Part-time staff are required to obtain a letter from Human Resources verifying their eligibility. On an exception basis, part-time staff, who do not currently have a Temporary Employment Payroll Authorization and are expected to return to the College for the current or subsequent term, require the written approval of their Dean/Director. This approval is to be submitted to Human Resources.

2. Retired employees of Algonquin College are required to present proof of retirement status.
3. Current full-time employees of the Students' Association are required to present proof of their current employment with the Students' Association.
4. Following determination of eligibility, and provided the course is not restricted from registration at a reduced fee, employees may register after 3:00 p.m. the day before the class starts and after 3:00 p.m. on Thursday for weekend courses and for courses that begin the following Monday.
5. Following payment of designated fees and registration, normal procedures will prevail including the assignment of grades and the issuance of a transcript at the completion of the course(s).

RELATED DIRECTIVES

Professional Development - College Courses - *Credit* - D3-A

(Original signed by)

Vice President, Student Life and Human Resources

(Original signed by)

Vice President, Finance and Administration