

	Policy No.	Replaces	Policy
	E. 305	ARM 1057	Executive
	Policy Name		
CREDIT-FREE ACTIVITIES – PARTNERSHIPS, CO-SPONSORED OR SPONSORED			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		General
Date Issued	Date Revised	Revision	Related Policies, Reference
July 2, 1985	Oct. 31, 2007	1	E. 202, E. 204, E. 205, E. 306

GENERAL

In delivering credit-free educational activities Capilano University will enter into formal partnership, co-sponsored or sponsored agreements with other agencies, when the purpose of these activities is judged to be compatible with the University's own educational goals.

SPECIFIC

- All legal and financial agreements of the partnership, co-sponsored or sponsored, will be formally defined and signed by all parties to the agreement.
- The Vice-President Finance and Administration is the designated signing authority on behalf of the University and must be involved in both the application and contract process.
- All activities will be governed by the policy and procedures established for regular credit-free activities.
- Registration will be the responsibility of the University's credit-free office.
- Partnership activities, co-sponsored or sponsored, where University faculty and/or staff are employed will be governed by both collective agreements.

POLICY MANAGEMENT

The Director, Continuing Education is responsible for management of this policy.