


<b>Administrative Procedure Locally Developed Courses</b>	
	<b>Department:</b> Student Programs
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> February 5, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> </ul>
	<b>Internal References</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Purpose**

- This administrative procedure establishes a structured and standardized approach for the development, approval, and implementation of locally developed courses at Saskatchewan Distance Learning Centre (Sask DLC).

**Scope**

- This administrative procedure applies to all staff and stakeholders involved in the creation, review and approval of locally developed courses.

**Policy Statement**

- Sask DLC is committed to offering a diverse range of high-quality educational courses that meet the needs of its learners. Locally developed courses contribute significantly to the educational offerings, allowing for the inclusion of specialized content, cultural relevance and regional focus.

**Procedures:**

1. Before submitting an application for a locally developed course, it is mandatory to seek consultation and approval from either the Sask DLC Chief Executive Officer (CEO) or the Superintendent of Student Programming.
2. Application will be processed by the Superintendent of Student Programming or designate.
3. A report that lists Locally Developed Courses for K-12 educational organizations is available on the [Locally Developed Courses Blackboard page](#) of the Ministry of Education.