

POLICY TITLE	Educational Approvals
POLICY NUMBER	E-1.6
APPROVAL DATE	Sept./Oct. 2004
APPROVAL BODY	Board of Governors & Education Council
AMENDMENT DATES	Board: Oct. 4, 2004 Board: Sept. 6, 2006 Board: Mar. 2, 2009 Board: Oct 3, 2022 EdCo: Sep. 20, 2004 EdCo: June 19, 2006 EdCo: June 16, 2008 EdCo: May 18, 2022
NEXT REVIEW DATE	2027
POLICY HOLDER	VP Education
SUPPORTING DOCUMENTS	E-1.6.1 School Curriculum Committee Terms of Reference E-1.6.2 Framework for Programs and Credentials E-1.6.3 Expedited Implementation Process

EDUCATIONAL APPROVALS

PURPOSE

The purpose of this policy is to establish the process for the approval of all educational programs and courses at Camosun College and to identify the approval body for each type of educational offering.

POLICY APPLICATION, SCOPE, AND LIMITS

1. This policy applies to all members of the Camosun College community involved in the educational approvals process.
2. Education Council approval is not required for programming which does not lead to a Camosun College credential.

DEFINITIONS

1. **Credentialed Program:** Programming that has received formal College approval through Education Council. Students *will* receive a Camosun College credential for these programs.
2. **Non-Credentialed Program:** Programming that has received school approval rather than formal approval through Education Council. Students *will not* receive a credential for these programs.

PRINCIPLES

1. Camosun College programs and courses will meet quality standards that enhance the College's reputation as a provider of sound educational programs and courses that are recognized in the BC colleges and institute system and beyond.
2. College programs and courses will reflect the organizational and educational goals of Camosun College as defined in the College's *Strategic Plan*.
3. Programs and courses will be reviewed in a rigorous and open manner in order to ensure quality while addressing educational needs of the Camosun College region.
4. College programs and courses will be developed in response to identified educational needs. The Education Approvals process will strive to enhance the student learning experience and outcomes.
5. To address extraordinary circumstances whereby curriculum changes need to be implemented out-of-cycle based on published Education Approvals timelines, the college may expedite implementation of approved curriculum.
6. In response to more immediate and changing educational needs for which government does not provide funding, the College will endeavour to provide self-funded programming where feasible.

SPECIFIC POLICY REQUIREMENTS

1. All credentials issued by the College must receive approval of Education Council. All credentials issued by the College must meet the standard defined by the College.
2. A College-wide curriculum committee, called the *Integrated Curriculum Committee* (see link) will make recommendations to Education Council regarding curriculum proposals.
3. Each school must establish a curriculum committee, called a *School Curriculum Committee* (see link), to assess all curriculum proposals emanating from its departments and to make recommendations to the Integrated Curriculum Committee.

ACCOUNTABILITY AND RESPONSIBILITY

1. Education Council is the senior educational body within the institution responsible for credentialed program and curricular approvals, reporting to the Board of Governors through its minutes at each meeting of the Board.

2. Through the minutes, and at each Board of Governor’s meeting, Education Council will report on its newly adopted key programming changes and will seek approval, as appropriate, for new programs.

LINKS TO RELATED CAMOSUN POLICIES AND DOCUMENTS

- [E-1.6.1 School Curriculum Committee Terms of Reference](#)
- [E-1.6.2 Framework for Programs and Credentials](#)
- [E-1.6.3 Expedited Implementation Process](#)
- [G-3.1.1 Integrated Curriculum Committee Terms of Reference](#)