



Policy:	E-1.6
Jointly Approved By:	Board of Governors & Education Council
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Policy Holder	VP Education

EDUCATIONAL APPROVALS

Purpose / Rationale

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

Scope / 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.

Principles

1. Camosun College programs will meet quality standards that will enhance the College's reputation as a provider of sound educational programs that are recognized in the BC colleges and institute system and beyond.
2. College programs will reflect the organizational and educational goals of Camosun College as defined in the College's *Strategic Plan* (see link).
3. Programs 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 will be developed in response to identified educational needs. Long-term needs typically will be addressed through permanent, stable programming—the primary focus for base funding.
5. 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.
6. All approved programs developed by the College will require College-wide and external critique. The latter may include government, industry, university, licensing bodies, professional associations or community groups.

Specific Policy Requirements

7. 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.
8. A college-wide curriculum committee, called the *Integrated Curriculum Committee* (see link), will be established that will make recommendations to Education Council regarding curriculum proposals.
9. 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 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.

A. DEFINITIONS

1. Credentialed

Programming that has received formal College approval through Education Council. Students *will* receive a Camosun College credential for these programs.

2. Non-Credentialed

Programming that has received school approval rather than formal approval through Education Council. Students *will not* receive a credential for these programs

3. Certificate

Completion of an approved basic level program. (Equivalent to 60 hours to one year of full-time studies. Duration of the program must be stated on the Certificate.)

4. Advanced Certificate

Completion of an approved advanced-level or specialized, program which builds on a previously completed certificate of a minimum duration of 6 months. (Equivalent to a minimum of 3 months of full-time study beyond a certificate.)

5. Diploma

Completion of an approved two or three-year career/technical program. (Equivalent to 16 – 30 months of full-time studies.)

6. Advanced Diploma

Completion of an approved advanced-level or specialized program which builds on a previously completed diploma, or on at least five years related work experience. (Equivalent to a minimum of 3 months of full-time study beyond a diploma.)

7. Associate Degree

Completion of an approved program consisting of twenty university transfer courses (Equivalent to 16 months of full-time university studies.)

8. Applied Degree

Completion of an approved, advanced level, specialized program. (Equivalent to 8-10 semesters of full-time post-secondary studies.)

An applied degree normally contains diploma entry and exit options, includes formally credited work experience, integrates career/technical work-place applications with theory, and is designed to meet demonstrated labour market needs for advanced programming.

9. Post-Degree Certificate

Completion of an approved advanced level or specialized program which builds on a previously completed recognized degree. (Equivalent to 1 semester of full-time advanced level studies.)

10. Post-Degree Diploma

Completion of an approved advanced level or specialized program which builds on a previously completed recognized degree. (Equivalent to 2 semesters of full-time advanced level studies.)

11. International Credentials

Certificates, Advanced Certificates, Diplomas and Advanced Diplomas that are developed for partnered delivery outside our border will have the term "International" (e.g. International Certificate in, and International Diploma in, etc.) appended to the name of the credential to clearly distinguish them from our domestic credentials.

B. FRAMEWORK FOR PROGRAMS AND CREDENTIALS

Concept	Base-Funded ¹	Self-Funded ² (Credentialed)	Self-Funded (Non-Credentialed)
Recognition	Credential Certificate, Diploma, Advanced Certificate / Diploma, Post-Degree Certificate / Diploma, Associate Degree, and Bachelor Degree (Applied) Documentation Official transcripts issued by Student Services. Transfer Transferable to other educational programs and institutions ³	Credential Certificate, Advanced Certificate/Diploma Documentation Official records maintained by Student Services. Transfer Transfer arrangements may be possible ³	Statement Statement of attendance, accomplishment, or completion verification issued by school. Documentation Official records maintained by Student Services Transfer No formal transfer arrangements

Concept	Base-Funded¹	Self-Funded² (Credentialed)	Self-Funded (Non-Credentialed)
Approval	<p>Ministry approval following College approval for Applied Degrees.</p> <p>Ministry Peer Review following College approval for Diplomas and Certificates that ladder.</p> <p>College approval only for Certificates that do not ladder into Diplomas.</p>	Formal College approval,	Formal school approval.
Funding	Block grant and tuition	Student fees	Student fees
Quality	<ul style="list-style-type: none"> Formally developed curriculum inviting College-wide and external critique (the latter may include government, industry, university, licensing bodies, professional associations, or community groups) Defined admission requirements. Defined learning outcomes and learner evaluation. Updated in response to college program evaluation process 	<ul style="list-style-type: none"> Formally developed curriculum inviting College-wide and external critique Defined admission requirements. Defined learning outcomes and learner evaluation. Updated in response to market needs. 	<ul style="list-style-type: none"> Curriculum is determined by the School or Departments: May include defined admission requirements Defined learning outcomes; evaluation processes can be informal; reviewed by Schools Updated in response to market needs
Stability/-Flexibility	<ul style="list-style-type: none"> Offered in response to on-going long-term needs Included in the Camosun College calendar Program / Course changes require formal college approval. 	<ul style="list-style-type: none"> Offered in response to substantiated labour market and community demands Included in the Continuing Education calendar and promotional materials and referenced in Camosun College calendar Program/Course changes require formal college approval. 	<ul style="list-style-type: none"> Offered in response to anticipated community demands Included in Continuing Education calendar Program/Course changes are determined by the schools.
Educational Purpose	In support of the goals of the BC college system	In support of the college Strategic Plan	In support of current community interests

NOTES:

¹Base-Funded

Provincially subsidized programming to accommodate the general needs of the public.

²Self-Funded

Programming that is not provincially subsidized; the program fees are determined by the delivery costs of the program.

³Transferability

Transfer arrangements are determined by receiving institutions.

Third Party Contracts

Third party contracts can fit into any of these categories. However, if a Camosun College credential is required, then they must obtain Education Council and/or Ministry approval. If the contractor provides the credential, then they do not need Education Council Approval.

Partnerships

Partnerships can fit into any of these categories. If Camosun College is recognized on the partnership credential (e.g. logo, seal, and/or signature), then the program must obtain Education Council approval. Conversely, if the partner provides the credential and Camosun College is not recognized, then the program does not require Education Council approval.

International Partnerships

As part of global community, we recognize the opportunity to develop partnerships with other educational institutions outside our borders. All new or existing credentials that are modified and/or developed for International partnerships will be expected to meet the educational quality and standards as defined for like credentials at Camosun College. All credentials offered in conjunction with international partnerships will be required to attach the term "International" to the credential (e.g. International Certificate in, International Diploma in, etc.) to clearly distinguish them from our domestic credentials.

Apprenticeship Programs – Statement of Completion

Students in the Provincial Apprenticeship Programs as defined by the Industry Training Authority (ITA) will receive a "Statement of Completion" verification" by the School of Trades and Technology that recognizes each level of the technical training.

C. LINKS

Ed Approvals Website

[Ed Approvals Website](#)

Form

[E-1.6.1 School Curriculum Committee Terms of Reference](#)

Related Policies

[Strategic Plan](#)

[G-3.4 Integrated Curriculum Committee Terms of Reference](#)