

Guidelines for Development, Review & Approval: Full-Time Programs

Before a new full-time program can be implemented there must be an Operational and Service Groups meeting. Once this meeting has been held, an Electronic Program Update Form must be completed.

Operational and Service Groups Meeting

The Operational and Service Groups meeting will usually be scheduled prior to the proposal being submitted for approval by Education Council or the Office of the VP Education, Research, & International, depending on the credential (see Policy/Procedure 5401). Following this meeting the program information coordinator will contact the program champion to complete the Electronic Program Update Form.

All information detailed below is required for the Operational and Service Groups meeting. Programs are requested to provide documented responses prior to the meeting where possible.

- Program title
- Program credential
- Program map
- Where the program proposal is within the review/approval process
- Projected start date
- Number of intakes per year
- Start date and end date of each intake
- Total training hours/weeks
- Start and end dates of each **level** of each intake
- Start and end dates of all breaks in study
- Capacity plus overage for each intake
- If the program is broken into a number of sets, indicate the number of students per set
- Whether or not there will be a marks review process at the end of each term
- If no marks review process, will grades be submitted to Records at the end of each term?
- If no marks review process, are students required to be successful in each course in one term before they are permitted to continue into the next term?
- Whether or not the program will permit provisional passes into next term courses
- Whether or not the program will accept advanced placement applicants
- Target audience; that is, if program is offered to high school students, "Grade 12+" or combination of high school students and fee payers



- Which of the 50% of coursework required by BCIT policy **must** be completed at BCIT (which courses will the program area **not** allow transfer credit)
- Courses for which PLAR can be used
- Courses where minimum required course grade is different from the BCIT policy of 50% (subject and course number)
- Maximum allowable transfer credit (BCIT policy default is 50%)
- Maximum number of years allowed for program completion (BCIT policy default is seven years)
- Application assessment—Admissions or Program Assessor
- If the program area wishes to implement an application deadline, provide details
- Evidence that a marketing communication plan is being developed or in place
- Details of applicant recruitment plan, including information sessions, etc.
- Whether or not graduates of this program will attend BCIT convocation ceremonies (programs eligible for convocation have 45 or more credits – see Policy 4113)
- Tuition cost, if program does not follow regular full-time tuition, and an explanation of why it does not follow regular tuition

Information Required for the Electronic Program Update Form

Course File Information

- Name and number of each course in program (e.g., FMGT 2100)
- Title of course (e.g., Accounting 2)
- Course description for each course in program
- Total number of credits required to complete credential
- Total number of hours and credits for each course
- Breakdown of delivery for each course (e.g., for technology, identify 2 hours lecture, 1 hour lab per week; for vocational, identify total contact hours)
- If options exist in the program, indication of which sets within the program receive which courses (in program map)
- If program is term driven, identification of the term in which the course is being taught (in program map)
- Indication of whether courses are term A/B courses, and where they fit within the term (in program map)
- Indication of any pre-requisite/co-requisite requirements for the course
- Grading method for each course (S/U or %-based)
- If %-based, minimum passing grade for each course
- Learning outcomes for each course



Financial Information

- Estimated costs for books and supplies (Financial Aid and Awards will request that the program head/chief instructor complete BC Student Assistance cost sheets itemizing all costs)
- Whether or not the program is base budget funded, cost recovery, partnership, or has other source of funding (provide details including the name of any partnered organizations)
- Note: If tuition fee includes cost of materials such as computer hardware or software, camera equipment, tools, etc. this must be itemized in the fee breakdown section of the Electronic Program Update Form.

Library Information

- Completed checklist for Library Collections and Services

Web Information

- Completed BCIT Web Site Information Submission document for information to be displayed on the corporate Web site and in publications (include program map, department Web site name, and URL if department has their own Web site)