

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

Before a new part-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
- If this part-time program has no marks review process, indicate if grades will 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
- 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 for program approval assessment—Will there be any special considerations for this program? Will a Program Assessor be involved?
- Whether or not the program can be used to ladder into other programs, or if other programs ladder into this program.
- Evidence that a marketing communication plan is being developed or is 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)

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
- 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)