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| [Template dated: September 2018]  **[Supplement to existing**  **Program Proposal Templates for:**  **Joint Programs with Domestic Institutions (Educational Affiliation)**  **BEFORE YOU BEGIN**: The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document. Keep the text that is not in the square brackets.   * Insert this section:   + before section 3 (Curriculum) of the Certificate and Diploma Proposal Templates, then renumber accordingly.   + after section 3 and before section 4 of the Degree, Masters, and Grad Cert Proposal Templates; it should automatically renumber. * Make sure you update the table of contents to reflect the renumbering of each subsequent section. * In addition to this section being inserted into the Proposal, please indicate how each partner of this joint delivery of a credential will address the following sections:   + Curriculum and Program Content   + Learning Methodologies and Program Delivery   + Admission and Transfer/Residency   + Faculty   + Program Resources   + Program Consultation and Needs Assessment   + Program Review and Assessment   + Other Information] |

# Partnering Institution Profiles

## Mission and Mandate for each Partnering Institution

[State the mission and mandate for each partnering institution in this educational affiliation, and how the proposed program aligns with BCIT’s and the partner’s Mandate and Strategic Plans.]

## Rationale for the Educational Affiliation

[State why this program’s success is reliant on the partnership.]

[State the strengths that each partner institution brings to this program.]

## Programming Scope of Partners

[State the breadth of the partner’s programming offerings as well as the range of credential types].

## Other Existing Educational Affiliation Agreements between the Partnering Institutions

[Describe all other existing agreements between the partner institutions.]

## Institution(s) Awarding the Credential

[Identify the institution and school awarding the credential. State whether the credential will be awarded by BCIT only, the joint partner only, or awarded jointly by both BCIT and the partner institution(s).]

## Educational Affiliation Framework

### Roles and Responsibilities of each Partner Institution

[Describe the roles and responsibilities that each institution will fulfill; both lead and partner institution(s). Who is responsible for what?]

### Academic Standards

[Describe how the partner institution(s) will address the following:

* Grading policy and minimum required grade point average for the continuation/promotion of students
* Academic appeal policies and processes
* Evidence of other academic standards or policies as deemed necessary by BCIT.]

### Curriculum Advisory Activities at Partner Institution(s)

[Describe how the partner institution(s) will help ensure the program remains up-to-date and able to meet employer and student needs in future years.]

[Describe how BCIT will work with the partner institution(s) to ensure the program continues to reflect BCIT’s future direction in this curriculum area.]

[Describe any freedom accorded to the partner institution to make alterations to the curriculum (if any) and how BCIT will be advised of these changes.]

## Partner Institution(s) Contact Information

[Partner contact(s) - Name, Position, Department]