Requesting Exemption from Education Policies

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Version:	6
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost & Vice President Academic
Department Responsible:	Education Council
Approval Date:	2024 April 3

Objectives

This procedure forms part of Policy 5401, Program Development and Credentials. It describes the process required for exemption from education policies that govern programs and credentials. The purpose of this procedure is to provide a method for program areas to resolve discrepancies between BCIT policy and accrediting body requirements or mitigate issues that present unreasonable risk or disadvantage to specific stakeholders.

Who This Procedure Applies To

This procedure applies to BCIT employees involved in the development, change, and approval of BCIT programs and credentials.

Examples of Exemptions from Education Policies

There are limits to policy exemptions granted under this procedure. Examples of appropriate exemptions include:

- Timeline to complete a credential (Policy 5103, Student Evaluation)
- Residency requirements (Policy 5003, Admissions and Recognition of Prior Learning)
- Final exam % of final grade (Policy 5103, Student Evaluation)
- Number of attempts to complete a course (Policy 5103, Student Evaluation)

Procedure 1: Requesting Exemption from Education Policies (new programs)

New programs are developed within the established protocols of education policies. However, exemptions may be requested and approved through the process outlined in Procedure 2, below. Approval requires that the exemption from policy will a resolve a discrepancy between BCIT policy and accrediting body requirements or mitigate issues that present unreasonable risk or disadvantage to specific stakeholders.

Requests for exemption require independent evaluation and approval. Programs requesting exemption should ensure a completed exemption form (including signatures prescribed below) accompanies the new program proposal documents throughout the approval process (see "Forms Associated with This Procedure").

Procedure 2: Requesting Exemption from Education Policies (existing programs)

Program areas requesting exemption from education policies for existing programs must complete the related form (see "Forms Associated with This Procedure") and obtain the signatures prescribed below. Requests for exemptions may be put forward by faculty, associate deans, program heads, or others.

If a program requests a policy exemption as part of a major program change, a completed exemption form should accompany the major change proposal through the stages of the approval process. The program area proposing the exemption prepares the form, requiring it to identify the program, the policy in question, the proposed exemption, and the risk to be mitigated.

Approval Process

1. After completing the form, the program area confers with each of the following to obtain representative signatures:

    a. Registrar
    b. Academic Planning and Quality Assurance (APQA)
    c. School Quality Committee (for peer review and recommendation; signature of Chair).
    d. School associate dean
    e. School dean
    f. Education Council (final approval body: signed after EdCo approval).

2. APQA Office submits the form to Education Council for consideration at an upcoming meeting.
3. The Education Council Chair presents a motion for the proposed exemption, and if supported by a vote of the members, this provides final approval for the exemption request. The Chair signs the exemption form to confirm, and approval is communicated to the relevant departments.
4. The program area implements the policy exemption, working with the appropriate departments at BCIT (e.g., Registrar's Office).
5. The Education Council Coordinator archives approved exemption requests and maintains a list of all approved exemptions.

Forms Associated with This Procedure

Exemption from Education Policy

Amendment History

1. Created (version 1)   2014 Jun 04   (as 5401-PR2)
2. Revised (version 2)   2014 Oct 31
3. Revised (version 3)   2015 Jan 28
4. Revised (version 4)   2017 Mar 01   (renumbered 5401-PR3)
5. Revised (version 5)   2018 May 09
6. Revised (version 6)   2024 Apr 03

Scheduled Review Date

2026 April 3