**BCIT** BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## Requesting Exemption from Education Policies

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| Procedure No.: | 5401-PR3 |
| Policy Reference: | 5401 |
| Category: | Education |
| Department Responsible | Education Council |
| Current Approved Date: | 2018 May 09 |

### Objectives

This procedure applies directly to Policy 5401, Program Development and Credentials. This procedure describes the process required for applying for and obtaining exemption from education policies that govern programs and credentials. The purpose of this procedure is to provide a method for program areas to mitigate a discrepancy between BCIT policy and accrediting body requirements or 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

Policy 5003 Residency Requirements
Policy 5103 Final Exam % of final grade
Timeline to complete a credential
Number of attempts to complete a course

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

New programs will be developed within the established protocols of Education policies, but where it can be established that exemption from policy will mitigate a discrepancy between BCIT policy and accrediting body requirements or issues that present unreasonable risk or disadvantage to specific stakeholders, exemption may be requested and approved through the process outlined in Procedure 2 (below).

While requiring independent evaluation and approval, it is recommended that the completed form (see Forms Associated with this Procedure) accompany the new program proposal documents through the various stages of the approval process.

### 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 signatures from the Registrar's Office (RO), Academic Planning and Quality Assurance (APQA), school quality committee (SQC), school associate dean, school dean, and Education Council. Requests for exemptions may be put forward by faculty, associate deans, program heads, or others.

1. The program area proposing the exemption prepares the form, identifying the program, the policy in question, a risk assessment, and the proposed changes.

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2. The program area seeks to confer with the following, each in turn to obtain signatures on the form.
   a. Registrar
   b. Academic Planning and Quality Assurance (APQA)
   c. School quality committee (for peer review and recommendation). Signature from SQC Chair.
   d. School associate dean
   e. School dean
   f. Education Council (final approval body). Signature from Education Council Chair.

## Forms Associated With This Procedure

Exemption from Education Policy

## Amendment History

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| 1. | Created | 2014 Jun 04 | Created as 5401-PR2 |
| 2. | Revision 1 | 2014 Oct 31 | |
| 3. | Revision 2 | 2015 Jan 28 | |
| 4. | Revision 3 | 2017 Mar 01 | Renumbered as 5401-PR3 |
| 5. | Revision 4 | 2018 May 09 | |