NEW CREDIT PROGRAM AND COURSE IMPLEMENTATION POLICY

Policy Area:	Academic		
Policy Number:	PCIPL_2606N_BG/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Provost's Office		
Applies to:	Employees		
Authority:	*College and Institute Act*		
Approval Authority:	Board of Governors (on advice of Education Council)		
Approval Date:	June 23, 2026		
Effective Date:	July 1, 2026		
Replaces or New:	New		
Last reviewed:	June 2026	Scheduled review date:	June 2031
Procedures:	*None.*		

1. Policy Statement

The College is committed to delivering exceptional educational experiences through Credit Programs and Courses that are current, effective, sustainable, and aligned with its commitments to continuous improvement, reconciliation, and accessibility.

2. Purpose

Credit Program and Course development and review are essential to maintaining the quality, relevance, and sustainability of Okanagan College programming. To ensure timely alignment with industry, employer, community, and student needs, the College regularly identifies, develops, implements, evaluates, refreshes, and, where necessary, discontinues Credit Programs and Courses.

This policy establishes the key principles guiding these processes at Okanagan College to ensure that New Credit Programs and New Credit Courses demonstrate academic quality, educational innovation, responsiveness to community and industry needs, cultural inclusivity, and administrative and financial sustainability in accordance with section 19(1)(d) of the College and Institute Act (CIA).

3. Scope and Application

This policy applies to all Credit Programs and Credit Courses that lead to a College Credit Credential. It does not apply to Non-Credit Courses or Programs that lead to a College Non-Credit Credential (see *Table 1*).

4. Definitions

Academic Calendar (or Calendar)	Means the official record listing the Credit Programs and Credit Courses, Non-Credit Programs and Non-Credit Courses and Credit and Non-Credit Microcredentials available to be offered by the College, including admission and completion requirements. *https://www.okanagan.bc.ca/calendar*
Academic Credit	Means the value assigned to a Credit Course or some other form of learning that counts toward a Credit Program or Credential completion.[1] Academic Credit(s) are numerical values assigned to Courses or learning activities, representing the amount of learning achieved, commonly relating to instructional hours or learning outcomes.[2] Academic Credit may be applied at the Course or Program level.
Cancel/Cancellation	Means the decision by the Board of Governors to remove Credit Program and/or Course from the institution's Academic Calendar after having received advice from Education Council.
Comprehensive Proposal	Means a detailed proposal that outlines the specific details relative to the evaluation criteria set forward in Section 6 of this policy.
Concept Outline	Means a document that describes the proposed Credit Program or Credit Course concept, including the description, environmental scan, resource requirements, consultations, community impact, and a preliminary budget demonstrating economic sustainability.
Course or Program Development (or **Development**)	Means the structured process of identifying, planning, researching, developing, and designing required to create curriculum and the business case for a new Credit Course or Credit Program.
Credential	Means the official recognition granted by Okanagan College or SkilledTradesBC that verifies the successful completion of a Credit or Non-Credit Program or stage of study.

[1] *www.bccat.ca/pubs/WhatAcademicCred.pdf*
[2] *www.qaa.ac.uk/docs/qaa/quality-code/what-is-credit-guide-for-students.pdf* & *www.bccat.ca/pubs/WhatAcademicCred.pdf*

Credit Course (also **Course**)	Means an organized and coherent unit of curriculum with specified learning outcomes or competencies, content, and assessment, that is assigned Academic Credit a contact hour value, and offered by Okanagan College independently or as part of a Credit Program.
Credit Program (also **Program**)	Means a set of Credit Courses or other academic requirements that leads to the awarding of a Credential that meets the requirements of SkilledTradesBC, the BC Post Secondary Institutional Proposal System, the BC Degree Quality Assessment Board, or the Minister assigned the post-secondary or skilled trades portfolio.
Microcredential	Means a short, stand-alone competency-based learning experience that aligns with labour market or community needs and is assessed and recognized for employment or future learning[1].
New Credit Course or Credit Program	Means a Credit Program or Credit Course that has not previously been offered by the College. An existing Credit Course or Credit Program may be considered New where substantive changes have been recommended by any one of the parties involved in Credit Program and Credit Course Development and approval.
Non-Credit Course	Means an organized set of learning outcomes, competencies, workshops, or other learning activities offered by Okanagan College that are not assigned Academic Credit(s).
Non-Credit Program	Means a set of Non-Credit Courses or other learning requirements that collectively lead to the awarding of a Microcredential, certificate of completion, or other Non-Credit Credential
Proposer	Means the Department, Dean, Director, or Provost Council initiating or taking carriage of a proposal under this Policy.
Resource Plan	Means a documented plan outlining the full costs associated with offering a Credit Course or Credit Program, including but not limited to supplies, space utilization costs, and set-up or start-up costs.
Suspend/Suspension	Means the decision by the Board of Governors to cease accepting new incoming students into a Credit Program and/or Credit Course for the purpose of program and/or course renewal or cancellation.

[1] *www.bccat.ca/pubs/WhatAcademicCred.pdf*

5. Principles

5.1 Proposers are expected to apply the following principles when planning, developing, reviewing, and implementing a new Credit Program or Credit Course:

a) be consistent with the College's Strategic Plan, the College's Learning Framework, the procedures related to this policy and other guiding plans and documents;

b) contribute to educational and work-integrated learning opportunities within the College region;

c) comply with relevant legislation and regulations;

d) address local, provincial, and national labour market needs;

e) meet external accreditation, regulatory, or certification standards;

f) promote accessibility and inclusion for learners;

g) consider Indigenous knowledge, perspectives, and ways of being into teaching and learning practices; and

h) follow a consistent, standardized, and systematic development process.

5.2 In addition, New Programs and New Courses may be required to meet specific requirements and follow prescribed procedures established by external accrediting bodies, granting agencies, or the Ministry responsible for post-secondary education. This may include, where applicable, requirements of SkilledTradesBC, the BC Post-Secondary Institution Proposal System, or the BC Degree Quality Assessment Board.

6. Considerations for New Credit Program or New Credit Course Approval and Implementation

6.1 In determining whether New Credit Programs or New Credit Courses will be implemented, the Board of Governors will assess the proposal and supporting rationale, which may include, but is not limited to, the following considerations:

a) A defined target market specifying geography, industry, and demographic profiles;

b) A quantitative assessment of the immediate and future demand in market for the Program or Course;

c) An assessment of similar or competitive offerings in the market;

d) The anticipated start date of recruitment and registration of students;

e) The anticipated length of time that the Program or Course will be offered by the College;

f) The defined implementation plan for the Program or Course;

g) The overall human, financial, capital, and technological operational resource requirements to create, implement and sustain the ongoing offering of the Program or Course;

h) The internal or external source of the human, financial, capital, and technological operational resources required to create, implement and sustain the ongoing operation of the Program or Course;

i) Any related risk to the internal or external source of operational resources required to implement and sustain the Program or Course; and

j) Any reputational risk to the institution created by the implementation of the Credit Program or Course.

k) That Education Council has met its responsibility for evaluating proposed curriculum and providing advice to the Board of Governors regarding priorities for curriculum implementation. The Curriculum content approved by Education Council for each Credit Course is documented in a Common Course Outline as outlined in the *Procedures for Common Course Outlines and Syllabus* which establishes the official record and learning contract with Students for individual Credit Courses.

l) Advice from Education Council on:

   i) the proposals about implementation of courses or programs leading to certificates, diplomas or degrees including the length of, or hours for, courses or programs (CIA: Section 23(1)(b));
   ii) the priorities for the implementation of the Credit Course or Credit Program (CIA: Section 23(1)(d));
   iii) the establishment of quality assurance measures (CIA: Section 23(1)(f)); and
   iv) the qualifications for admission (CIA: Section 23(1)(m).

m) Confirmation by Education Council of:

   i) clearly defined expectations for the examinations and evaluations of student performance (CIA: Section 24(2)(a);
   ii) established criteria for academic standing, academic standards and the grading system (CIA: Section 24(2)(c);
   iii) curriculum content including clearly defined learning outcomes or competencies (CIA: Section 24(2)(f)).

6.2 If a previously Non-Credit Course or Non-Credit Program is being prepared as a New Credit Course or Program the Board of Governors will assess the proposal and supporting rationale as noted in Section 6.1 of this policy and:

a) The overall human, financial, capital and technology resources required to create, implement, and sustain the ongoing operation of the New Credit Course or Credit Program are at minimum fully covered by external or reallocated internal sources of financial resources.

7. Approval

7.1 New Credit Course or Credit Program Development may be initiated by a Proposer and should follow a two-step process:

a) Phase 1 – Development of a Concept Outline

b) Phase 2 – Development of a Comprehensive Proposal

7.2 Provost Council is responsible for evaluation and endorsement of Concept Outlines prior to the development of a Comprehensive Proposal to ensure that:

a) the proposed initiatives align with the College's principles for Credit Course or Credit Program Development; and

b) consideration has been given by the Proposer regarding the ongoing sustainability of the New Credit Program or Course.

7.3 The appropriate Dean or Director is responsible for ensuring that the principles and considerations outlined in Sections 5 and 6 of this policy are adhered to and may discontinue the development of a Concept Outline or Comprehensive Proposal at any stage of the curriculum Development process if adherence is not met.

7.4 Proposals for the implementation of New Credit Programs and New Credit Courses will be presented to the Board of Governors by the Provost and Vice President, Academic, and the Chair of Education Council, as follows:

a) The Provost and Vice President Academic will present the proposal with respect to the criteria outlined in Section 6.1 (except for 6.1(k), (l), and (m)) of this policy and proposed tuition and related fees.

b) The Chair of Education Council will present the proposal with respect to the criteria outlined in Section 6.1(k), (l), (m) of this policy.

7.5 The Board of Governors is responsible for the final approval of New Credit Programs or New Credit Courses after determining that the proposal meets the principles and considerations outlined in Sections 5 and 6 of this Policy.

7.6 The approval to offer a new Credit Program excluding SkilledTradesBC and Degree Credit Programs are contingent upon the new Credit Program being subject to the BC Post-Secondary Institutional Proposal System.

7.7 The approval to offer a New Credit Degree Program is contingent upon the New Credit Degree Program being subject to the BC Degree Quality Assessment Board and the Minister responsible for post-secondary education.

7.8 The approval to offer a new SkilledTradesBC program is contingent on approval by SkillsTradesBC.

7.9 The Registrar is responsible for adding the approved New Credit Program and/or New Credit Course to the Academic Calendar.

8. Reporting

8.1 The Board will receive an annual report from the Provost and Vice President, Academic that outlines the health and sustainability of the academic ecosystem and classifies Programs or Courses as follows:

a) Currently in a growth phase

b) Program/Course is healthy and sustainable and therefore scheduled for continuation;

c) Program/Course is scheduled for renewal based on health and sustainability assessment;

d) Programs/Courses currently Suspended;

e) Programs/Courses recommended for Suspension;

f) Programs/Courses Cancelled within the past year; or

g) Programs/Courses suggested for Cancellation.

9. Related Acts and Regulations

College and Institute Act (CIA)

10. Supporting References, Policies, Procedures and Forms

Learning Framework
Credential Framework (under development)
Project Report: Program Development, Renewal and Retirement
Ministry of Post-Secondary Education and Future Skills: Quality Assessment Process and Criteria for BC Public Post-Secondary Institutions
Program Quality Review Renewal Policy

History / Revisions

Date	Action
2026-06-23	Approved by Board of Governors: *New Credit Program and Course Implementation Policy* (PCIPL_2606N_BG/PVPA)

Table 1

Examples of Credit and Non-Credit Credentials

Credit	Non-Credit
Advanced Certificate	Microcredential (Non-Credit)
Advanced Diploma	Certificate of Completion
Associate Degree	Certificate of Participation
Bachelor's Degree	
Certificate	
Certificate (Trades)	
Diploma	
Microcredential (Credit)	
Post-Baccalaureate Certificate	
Post-Baccalaureate Diploma	