
ADMINISTRATIVE PROCEDURE 350 BOARD/AUTHORITY AUTHORIZED COURSES

The Ministry of Education requirements are listed in the document Board/Authority Authorized Courses: Requirements and Procedures. The requirements for BAA courses define the structure, components and rigor of a course. They consist of the following:

1. Course Name
2. Grade Level
3. Number of Credits
4. Rationale
5. Organizational Structure
6. Learning Outcomes
7. Instructional Component
8. Assessment Component
9. Learning Resources

Teachers (individuals and groups) who wish to seek approval for a BAA Course shall use the following procedures to be considered in the course calendar for the following school year.

1. Discuss the concept of the proposed course with their school principal before proceeding with the application.

Indigenous-focused Graduation Requirement – additional considerations:

- a. After discussion with the school principal, the teacher will present the BAA course idea to the Indigenous Education Advisory Committee (IEAC) prior to course development.
 - b. IEAC will help to establish a First Nations (FN) co-developer to work along-side the teacher.
 - c. Following co-development, the teacher and community member(s) will present the course to the IEAC.
 - d. Upon acceptance by the IEAC a letter of support will be provided, and the team will follow the BAA course approval process.
2. Make a thorough assessment of the student needs the course would meet. Consult with counsellors and other subject teachers to determine the level of interest in the proposed course. Ensure that the course meets all Ministry of Education requirements.
 3. Prepare and submit an overall outline of the proposed course using the BAA Course Application. Submit a print copy of the proposed course to the school principal for signature who will then forward it to the Superintendent or designate before October 15th.
 4. If approved, the Superintendent or designate and school principal will take the proposal to the Curriculum and Instruction Committee for review prior to Board approval.

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5. Each BAA course will be evaluated on a 3-year cycle.
6. These procedures must be completed before April 1st for Board Authorized Courses to be offered in the following school year.
7. BAA Courses will normally be evaluated at the conclusion of the year in which the course is first offered. A brief written report is to be submitted to the Superintendent or designate. An evaluation of the learning outcomes and student performance may also be required.

Samples of requirements and procedures may be found at the Ministry of Education website:
http://www.bced.gov.bc.ca/graduation/baa_regprod.pdf.