



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY 6141.31

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## BOARD AUTHORIZED COURSES

APPROVED: 1979.05.15

REVISED: 1991.07.02  
2004.02.24  
2004.04.27  
2015.09.29

### ***POLICY***

Schools may offer Board authorized and ~~locally developed~~ courses.

### ***DEFINITIONS:***

“**Board authorized courses**” are offered by the Board to meet student needs according to requirements set by the Ministry of Education. These courses may be used to fulfill graduation requirements.

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Responsibility Centre: District Principal, Learning Innovation  
References: *School Act*, Sections 85 (2) and 168 (2) (b), Ministerial Orders 285/04 (Board Authorized Course) and 302/04 (Graduation Program)

BOARD AUTHORIZED COURSES

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***PREAMBLE***

Board authorized courses are offered by the school district to meet student needs and interests. They are authorized according to requirements set by the Ministry of Education. There is no limit to the number of Board authorized courses that may be used as part of the 28 credits for electives that students need to fulfill their graduation requirements.

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## BOARD AUTHORIZED COURSES

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### ***REGULATIONS:***

1. Board Authorized Courses
  - 1.1 A Board authorized course may be offered for use in a school after:
    - 1.1.1 The Board, on receipt of a recommendation from the Education Programs and Planning Committee, approves the course
    - 1.1.2 The Board submits the name of the Board authorized course to the Ministry of Education, which will then assign a course code.
  - 1.2 Selection of textbooks and learning resources to support Board authorized courses shall be in keeping with Policy 6143.1 (Acquisition of Non-Library Learning Resources).
  - 1.3 The Superintendent of Schools shall, in accordance with Section 94 (7) of the *School Act*, arrange for such evaluations of the course and student achievement in the course as may be required.

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BOARD AUTHORIZED COURSES**ADMINISTRATIVE PROCEDURES:**

1. When applying for approval to implement Board authorized courses, the school shall:
  - 1.1 Complete an assessment to establish the need and interest for the course.
  - 1.2 Obtain a listing of previously approved Board authorized courses available in the school district and elsewhere in the province from the District Principal, Learning Innovation.
    - 1.2.1 If a similar course exists in another school district, obtain the course framework for review purposes. If this framework is suitable, it may be submitted to the Board.
    - 1.2.2 If a similar course does not exist, follow the steps for developing a Board Authorized Course, which are listed in the appendix of this policy.
  - 1.3 Submit the Board authorized course framework to the District Principal, Learning Innovation.
  - 1.4 After reviewing the course framework, the District Principal, Learning Innovation will present the framework to the Education Programs and Planning Committee for referral to the Board for approval.
  - 1.5 Submit to the District Principal, Learning Innovation
  - 1.6 Adhere to the timeline for the development of Board authorized courses:

Preparation	<ul style="list-style-type: none"> <li>• Identification of need and/or interest for course</li> <li>• Review of list of existing provincial Board authorized courses</li> </ul>
November/ December	<ul style="list-style-type: none"> <li>• Preparation of Board authorized course framework</li> </ul>
January	<ul style="list-style-type: none"> <li>• Submission to District Principal, Learning Innovation</li> </ul>
February	<ul style="list-style-type: none"> <li>• Submission to Education Programs and Planning Committee, then to Board for approval</li> </ul>
April	<ul style="list-style-type: none"> <li>• Submission of course names to Ministry of Education by district</li> </ul>
September	<ul style="list-style-type: none"> <li>• Implementation</li> </ul>

2. After reviewing and approving the course framework, the District Principal, Learning Innovation, will present the framework to the Education Programs and Planning Committee for referral to the Board for approval.

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BOARD AUTHORIZED AND LOCALLY DEVELOPED COURSES***DEVELOPING A BOARD AUTHORIZED COURSE***

The following seven steps outline the procedure for developing a Board authorized course to meet provincial requirements, which are available on the [Ministry of Education's website](#).

<b>Step 1:</b>	Read through the <a href="#">Ministry of Education's "Board/Authority Authorized Courses Requirements and Procedures Guidebook"</a> to become familiar with all components and how they might apply to the course.
<b>Step 2:</b>	Develop a rationale for instruction of the course.
<b>Step 3:</b>	Select the organizational structure of the course (i.e., curriculum organizers, topics, units).
<b>Step 4:</b>	Develop the learning outcomes, instructional component, assessment component and list of learning resources.
<b>Step 5:</b>	Complete the Ministry of Education course template, available on the <a href="#">Ministry of Education's website</a> , and review it with respect to the preceding four steps.
<b>Step 6:</b>	Write the course synopsis.
<b>Step 7:</b>	Submit the completed course framework to the District Principal, Learning Innovation, along with a completed Educational Resource Materials Approval Form for supplementary textbooks and learning resources required to support the course (see Policy 6143.1 Acquisition of Non-Library Learning Resources).

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