



RATIONALE:

This procedure describes the expectations and timelines for the development of Board/Authority Authorized Courses (BAA). These courses are developed by educators in schools and reflect the unique needs of the communities that they are in.

PROCEDURES:

1. BAA courses shall be created/adopted and authorized consistent with the [Board Authorized Course Order](#), Ministerial Order 285/04 and [Board/Authority Authorized Courses: Requirements and Procedures](#).
2. Approval process for new BAA Courses
 - 2.1 All BAA's, formatted on the [BAA Framework Template](#), containing the district logo and course title, must be submitted to the Superintendent, or designate, prior to November 15th for use in the following school year.
 - 2.2 BAA's will be reviewed and, if appropriate, will be presented to the Board for approval prior to the Board meeting in January.
 - 2.3 Approved BAA's will be sent to the Ministry of Education prior to February 15th.
 - 2.4 A memo will be sent to the principal of the school that submitted the BAA that it has been approved.
 - 2.4.1 Schools will not offer non-approved BAA's on course selection forms.

Reference:

The [School Act](#), Sec. 85 (2)(i) and 168 (2)(b), Ministerial Order 302/04, the [Graduation Program Order](#), [B.C. Graduation Program BAA resources](#).