

EDUCATIONAL

B. SCOPE (CONT)

Program Advisory Committees
Registrar's Office
Staff Members
Student Services (Counselors, Nations Services, Centre for Students with Disabilities, etc.)
Students
Vice President Academic and Provost

C. DEFINITION

Educational Policy: language developed to enable the institution to carry out those duties and responsibilities assigned to the Education Council by the *College and Institute Act* (1996) section 23-25. Educational policy includes rules and practices for the administration of academic matters. A policy typically includes a purpose statement, a policy statement, a statement of scope, definitions, and may include procedural guidelines.

Variance: an approved educational requirement or practice that is contrary to or differs from an existing educational policy

D. POLICY STATEMENTS

Educational policies specify the principles and practices that govern educational decision making at Douglas College as circumscribed by the *College and Institute Act* (1996) section 23-25 and approved by Education Council. Educational policy operates at the institutional level across all departments.

E PROCEDURES

Development of New Educational Policy

1. Request for new educational policy, with accompanying rationale submitted to the Education Council Chair in writing and distributed in an Education Council agenda.
2. Upon successful motion at Education Council (normally short cycled) the request for new policy is referred to the Standing Committee on Educational Policy (SCEP) with timelines where appropriate.
3. The

E PROCEDURES (CONT)

Maintenance of Educational Policy

1. Policies will be reviewed on a seven-year cycle in accordance with the Policy Review Schedule.
2. In October of each year, Education Council will publish a list of educational policies due for review in the current academic year, comments from the College community regarding the relevancy and appropriateness of the policies and their provisions, along with suggested revisions, and forward any comments received.

