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**Subject:** Locally Developed Courses  
**Effective:** December 10, 2001  
**Revised:** March 5, 2009

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### 1.0 PURPOSE

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This policy sets standards regarding locally developed courses in the province of New Brunswick.

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### 2.0 APPLICATION

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This policy applies to school districts wishing to implement locally developed courses. The requirements differ slightly between the anglophone and francophone sectors. Please consult the French version of this policy for the francophone sector requirements.

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### 3.0 DEFINITIONS

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**Locally developed courses** are unique, stand-alone courses that serve to fill a particular need unmet by currently prescribed high school curriculum.

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### 4.0 LEGAL AUTHORITY

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Education Act section:

6.1 A District Education Council may, in accordance with the needs of the pupils and the resources of the school district for which the District Education Council is established and in accordance with any provincial policies established by the Minister,

(a) subject to the approval of the Minister, provide for the development and delivery of instructional programs, services and courses unique to the character and economy of the community, and

(b) select, from among the optional instructional programs, services and courses prescribed by the Minister, those to be offered in each school in the school district for which the District Education Council is established.

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### 5.0 GOALS / PRINCIPLES

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5.1 Locally developed courses are intended to meet needs that are not met by compulsory or elective courses provided in New Brunswick's curriculum. Locally developed courses may be established to further develop and cultivate the unique interests and abilities of students, while supporting a broad acquisition of the province's recognized Essential Graduation Learnings.

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**6.0 REQUIREMENTS / STANDARDS**

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**6.1 Parameters**

- 6.1.1 Graduation requirements differ by linguistic sector. Please consult [Appendix A](#) of [Policy 316 – Graduation Requirements](#) for specific details.
- 6.1.2 The district must have the teacher expertise, facilities, equipment and materials, and any other resources necessary for the successful implementation of the course.
- 6.1.3 The outcomes, learning experiences, and content of the locally developed course, including prescribed materials, must be significantly different from all prescribed courses within the provincially approved program of studies.
- 6.1.4 A locally developed course must fit into the appropriate credit-hour framework of the authorized high school program of the individual high school.

**6.2 Approval Process**

- 6.2.1 The attached prescribed form for the anglophone sector ([Appendix A](#)) must be completed to describe the benefits of the course for students, and must include a description of the manner in which the course will be assessed.
- 6.2.2 Applications, signed by the Superintendent, must be submitted to the Department of Education by December 1 for implementation the following September, or by June 1 for implementation the following February.
- 6.2.3 A locally developed course will be offered only after approval by the Minister.
- 6.2.4 Schools offering a locally developed course must use the course code provided by the Department of Education at the time of approval.
- 6.2.5 A locally developed course will receive approval for three years. The course evaluation will be reviewed during the re-approval process.
- 6.2.6 Schools may use a locally developed course approved for another school, but must forward their own application to the Department of Education for approval.
- 6.2.7 The district must keep copies of application forms, records of student participation, and records of the Minister's approval of locally developed courses for reference for teachers and parents.

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**7.0 GUIDELINES / RECOMMENDATIONS**

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- 7.1** Prior to development, a study should be conducted to ensure that a proposed course will be chosen by a reasonable number of students, that materials for implementation of the program are accessible, and that teachers are available to deliver the course.

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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Districts may establish policies and procedures regarding the appropriateness and development of locally developed courses.

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**9.0 REFERENCES**

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*Atlantic Canada Education Foundation for Essential Graduation Learnings*

[Policy 316 – Graduation Requirements](#)

[Policy 316 – Graduation Requirements – Appendix A](#)

For information regarding New Brunswick’s anglophone curriculum, see the following:

[http://www2.gnb.ca/content/gnb/en/departments/education/k12/content/anglophone\\_sector/curriculum\\_anglophone.html](http://www2.gnb.ca/content/gnb/en/departments/education/k12/content/anglophone_sector/curriculum_anglophone.html)

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**10.0 CONTACTS FOR MORE INFORMATION**

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Department of Education – Educational Programs and Services Branch  
(506) 453-2155

Department of Education – Policy and Planning Branch  
(506) 453-3090

The required form is available from the Educational Programs and Services Branch of the Department of Education at the above number.

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