

**TITLE: ACADEMIC CREDIT ASSIGNMENT TO COURSES**

**POLICY STATEMENT:**

Academic credits are assigned to courses at Red Deer College to reflect the learning opportunities that occur through classrooms, self-instructional materials, laboratories, work sites, research, and outside class preparation and course work. Billing credits are related to instructional costs associated with a course.

**PURPOSE:**

Academic credits assigned to courses are used to calculate student grade point average and to assign billing credits which are used to assess tuition fees.

**SCOPE:**

Deans, Chairs, Faculty, Students, Registrar's Office. This policy does not apply to Apprenticeship and non-credit programs.

**PRINCIPLES:**

Procedures and decisions at Red Deer College

- Are nondiscriminatory, respectful, dignified.
- Are not unnecessarily intrusive.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College practices and policies.

**DEFINITIONS:**

Academic credits reflect a measure of learning opportunities based on the number and type of instructional hours (or equivalent learning experiences), while billing credits reflect the total instructional resources dedicated to a course.

1. **Academic Credit:** The equivalent of 15 hours of classroom instruction.
2. **Billing Credit:** The amount assigned for purposes of calculating tuition to reflect instructional costs associated with a course.
3. **Course:** A series of learning opportunities within a specific subject area to which a final grade is assigned, among which are the following:
  - a. **Class:** Context based or instructor directed learning aimed at acquiring theory.
  - b. **Lab:** Activities structured by an instructor to facilitate the application of concepts, theories and principles.

- c. **Seminar/Tutorial:** Discussion and participation in activities aimed at further exploration and application of concepts, theories and principles.
- d. **Clinical:** Instructor supervised and directed activities aimed at applying theory in prescribed clinical experiences.
- e. **Practicum:** Workplace experiences combining theory with practical experience that are planned by the instructor but implemented and supervised by agency personnel and the student.
- f. **Applied Practicum:** A particular practicum that is part of the requirement of Applied Degrees for two 15-week terms of applied work. The requirements to fulfill the Applied Practicum may include paid work, projects and other assignments.
- g. **Field Work:** An activity involving work of a practical nature that is planned, supervised and evaluated by agency personnel.
- h. **Work Experience** (alternate title: Co-op Placement): Paid work experience that is supervised by the employer. The employer submits feedback to assist in the assignment of a grade of CR (credit) or NCR (no credit).

### **Guidelines for Assigning Academic Credits:**

1. Normally, academic credits are assigned based on 1 credit for 15 hours of instruction.
2. Guidelines for assignment of academic credits:
 

Class:	i.	1 Credit = 15 hours
	ii.	Context Based: 1 Credit = 10 hours
Lab		1 Credit = 25 – 49 hours (fewer than 25 hours = 0 credit)
Seminar:		1 Credit = 25 – 49 hours (fewer than 25 hours = 0 credit)
Clinical:		1 Credit = 45 hours
Practicum:		1 Credit = 45 hours
Applied Practicum:		1 Credit = 35 hours
Field Work:		1 Credit = 60 hours
Work Experience (or Co-op Placement):		1 credit = 60 hours
3. No fractions of academic credit are assigned to a course. Rounding up or down of academic credit weighting is determined in discussion among the Chairs, Registrar and Dean.
4. Courses offered in an alternate format (e.g. independent study, teleconference, computer assisted instruction) are assigned credit weighting reflecting equivalence to a conventional course in learning opportunities and study time.
5. Transfer Courses
  - I. Courses offered as part of a transfer program normally carry the same academic credit as equivalent courses at universities or other transfer institutions.
  - II. The number of lecture hours to deliver the course content in one academic term, if the course were to be delivered in a traditional mode, is normally the determining factor for academic credit.
  - III. In the case where there is a discrepancy between academic credits at the universities, the Registrar, in consultation with the Chair, will decide.

**PROCEDURE:**

1. The Chair identifies the number and type of instructional hours for courses using the categories set out in Guideline 2. These hours are approved by the Curriculum Committee before submission to Academic Council and the College Leadership Team.
2. In the event of disagreement, the Executive Vice President Academic receives recommendations and sets the credit weight.
3. Credit weights for all courses are published in the calendar.

**RESPONSIBILITY:** Associate Vice President, Student Services, Executive Vice President Academic

**CONSULTATION FOR REVIEW:** Registrar, Chairs, Academic Advisors, Curriculum Committee

**POLICY REVIEW DATE:** June 2014

**EFFECTIVE DATE:** June 1, 2009

**REVISED DATE:** May 1, 2003  
December 1, 2005  
March 2009  
June 1, 2009 - Standard Practice rescinded/incorporated into this revised policy

**RELATED POLICIES:**

- [Academic Standing Policy](#)
- [Course Outline Policy](#)
- [Curriculum and Instruction Policy \(EL-D1\)](#)
- [Graduation, Certification and Completion Policy](#)
- [Participation and Treatment of Learners Policy \(EL-A4\)](#)