

Assignment of Credits to Courses Policy

Purpose	To inform the College community of the procedure for assignment of credits to all courses in all programs.
Policy	The Registrar, in consultation with the program area/Dean/Director, will assign credits to courses, based on specified criteria.
Applies to	All VCC courses.
Responsibility	Registrar
Criteria for Credit Assignment	<ul style="list-style-type: none">• A course credit is defined as equivalent to one week of full-time study as defined by that department in consultation with the Dean/Director.• All credits will be rounded off to the nearest half-credit• No courses shall have a credit weighting of less than half-credit
Procedures	<ul style="list-style-type: none">• Where there are exceptions to the stated criteria, the Registrar will consult with the Dean/Director in the appropriate Education area. The Registrar will assign credits.

References:

Replaces:

1. Policy Sponsor Registrar

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date