



POLICY

Policy No.	C.1.4
Title	Assignment of Credits to Courses
Approving Jurisdiction	Education Council
Procedure Sponsor	Vice-President Academic, Students and Research
Last Revised/Replaces	May 25, 2006
Effective Date	February 9, 2016
Signed by	Chair, Education Council

CONTEXT AND PURPOSE

This Policy outlines a mechanism for assigning credit values to courses taught in varying modes and in various types of programs. Academic credits are assigned to courses at Vancouver Community College (VCC; the College) to reflect the learning opportunities that occur through but are not limited to classrooms, self-instructional materials, laboratories, clinical and/or work sites.

Course credits reflect a unit that gives weighting to the value, level or time requirements required in a course. Course credits are also used to assess tuition fees. It is for these reasons that credit calculations should be comparable across types of instruction for all students.

SCOPE AND LIMITS

All courses taught at Vancouver Community College including those in Continuing Studies that lead to a credential will be assigned a credit value unless this requirement is waived on the recommendation of the Vice President Academic, Students and Research and approved by the Education Council.

This Policy does not apply to Apprenticeship and non-credit programs/courses.

STATEMENT OF POLICY PRINCIPLES

1. The assignment of credits to courses needs to be clear and transparent to students, instructors and others interested in the determination of the educational value of a course.
2. The assignment of credits to courses needs to be quantifiable and applied consistently within similar areas of learning such as developmental/English as a Second Language (ESL), degrees, certificates, and diplomas.
3. Each course must state explicitly, in the course outline, the hours that are attached to each instruction type: classroom, simulation, individual learning or practicum.

4. Variations from the assignment of credit hours must be approved by the Education Council.
5. The assignment of credits to courses needs to be perceived by students, instructors and others, within the institution, as a fair measure of learning outcomes and the effort required to master the learning outcomes.
6. The assignment of credits to courses needs to be perceived externally, as reflective of a fair measure of learning outcomes and the effort required to master the learning outcomes.
7. This policy applies to all new and existing courses and programs and will be implemented according to a planned schedule. Credits within a program will be revised as a whole, not as individual courses within that program. Smaller curriculum updates to a course within a program can proceed through the curriculum development process without requiring a re-assessment of credits for the entire program.
8. The assignment of credits to courses supports students transferring credits from another institution into VCC as well as students and graduates transferring credits to other post-secondary institutions.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

- C.1.3 Granting of Credentials
- C.3.3 Suspension and/or Discontinuance of Programs (in progress)
- D.3.5 Prior Learning Assessment
- D.3.6 Admissions
 - D.3.6.1 Flexible Admissions

RELATED PROCEDURES

Refer to Assignment of Credits to Courses Procedures C.1.4