



POLICY

Title	Assignment of Credits to Courses
Policy No.	C.1.4
Approving Jurisdiction	Education Council
Procedure Sponsor	Vice President, Academic & Research
Last Revised/Replaces	May 25, 2006; February 9, 2016
Effective Date	June 11, 2019

CONTEXT AND PURPOSE

This policy establishes standards and principles for a systematic approach to assigning credit to courses at Vancouver Community College (VCC; the College).

The traditional academic model for assigning credits assumes that lecture or seminar-based courses require a 1:2 ratio of class time to outside-of-class time. In this model, a credit is typically calculated based on one hour of class time and two hours of outside-of-class time over a 15 week semester, equalling one credit for 15 hours of in-class time.

Many courses at VCC contain more than one instructional format or have different ratios of class time to outside-of-class time. Therefore, credits are not always determined solely by the number of class hours. Instead, credits may be based on an equivalent total amount of learning time (including class time and outside-of-class time).

SCOPE AND LIMITS

This policy applies to all courses offered for credit taught at VCC, including those in Continuing Studies.

STATEMENT OF POLICY PRINCIPLES

1. Hours assigned for a course are selected to best support student success.
2. The assignment of credits should be a fair measure of learning outcomes and the effort required to master the learning outcomes.
3. Education Council approves all assigned credits during the curriculum approval process.
4. Class hours will be listed in four categories:
 - a) Lecture, Seminar, Online
 - b) Instructor-led Lab, Clinical, Shop, Kitchen, Studio, Simulation, Tutorial, Rehearsal
 - c) Practicum, Preceptorship
 - d) Self-paced, Directed Studies, Independent Studies

5. 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

Course Credit: A numeric value assigned to a course, based on the total amount of learning time, indicating the course's weight relative to courses across the College and to other post-secondary institutions.

Course: A series of learning opportunities within a specific subject area with a defined set of learning outcomes, offered under a designated subject code and course number, within a defined time period.

RELATED LEGISLATION & POLICIES

Policies

- C.1.3 Granting of Credentials
- C.3.14 Curriculum Development and Approval
- C.3.15 Academic Timetable & Room Booking
- D.3.5 Prior Learning Assessment & Recognition
- D.3.11 Transfer Credit

RELATED PROCEDURES

Refer to C.1.4 Assignment of Credits to Courses Procedures