



PROCEDURES

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

1. The department leader and dean will propose a credit value on the Course Outline when a new or revised course goes through the curriculum approval process. The Registrar's Office must be consulted in advance for both new and changed credit values.
2. A one (1) credit course will typically be around 45 hours of total learning time.
3. Courses will not be assigned less than one (1.0) credit; i.e. no 0.5 credit courses. Courses may be assigned full or half credits above 1.0 (e.g. 1.5, 2.0, 2.5).
4. In calculating credits, the following minimum ratios of class hours to credit will typically be used. The assignment of class hours per credit below these amounts will require the presentation of a written rationale to Education Council, and the subsequent approval of Education Council.
 - a) Lecture, Seminar, Online - 15:1
 - b) Instructor-led Lab, Clinical, Shop, Kitchen, Studio, Simulation, Tutorial, Rehearsal – 25:1
 - c) Practicum, Preceptorship – 30:1
 - d) Self-paced, Directed Studies, Independent Studies – 30:1
5. Some changes in the indicated hours for each instructional method in a course outline may be made by an instructor to best fit the needs of a learner group. The maximum amount of time that an instructor may change without changing the course outline is 10% of the total course hours.

RELATED POLICY

Refer to C.1.4 Assignment of Credits to Courses Policy