

TITLE: ASSIGNMENT OF ACADEMIC AND BILLING CREDITS TO COURSES**POLICY STATEMENT:**

Academic Credits are assigned to courses to reflect the learning opportunities that occur through Lectures, Labs, Seminars, Clinical, Practicums, Field Work and Work Experience. Billing Credits are assigned to courses to account for the cost of instruction.

PURPOSE:

This policy describes how Academic and Billing Credits are assigned to courses.

SCOPE:

This policy only applies to credit programs and courses at Red Deer College.

PRINCIPLES:

Procedures and decisions at Red Deer College

1. Treat all persons fairly and respectfully.
2. Are nondiscriminatory and non-intrusive.
3. Incorporate open, honest and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Academic Credit: A measure of time spent engaged in learning activities. Academic Credit is a single number assigned to each course based on instructional hours and used to calculate student weighted academic average.

Billing Credit: A measure of tuition fees related to the associated cost of instruction for a course.

Course: A series of learning opportunities within a specific subject area to which a final grade is assigned. Examples of learning opportunities include:

- a. **Lecture:** 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, facilitated by an instructor, aimed at further exploration and application of concepts, theories and principles.
- d. **Clinical:** Instructor supervised and directed activities aimed at applying theory in prescribed practice settings.
- e. **Practicum:** Workplace experiences combining theory with practical experience that are planned by the instructor but implemented and supervised by the practicum provider.
- f. **Applied Practicum:** A practicum that is part of the requirement of an Applied Degree. The practicum consists of two 15-week terms of applied work. Applied Practicums 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 the practicum provider.
- h. **Work Experience:** Paid work experience that is supervised by the employer and assigned a grade by the instructor.

GUIDELINES:

1. Normally, Academic Credits are assigned based on 1 credit for 15 hours of instruction.
2. Normally, Billing Credits are assigned on the same basis as Academic Credits, unless noted otherwise in the table below.
3. Guidelines for assignment of Academic Credits (AC) and Billing Credits (BC):

Lecture	1 AC = 15 hours = 1 BC
Lab	1 AC = 25 to 49 hours (fewer than 25 hours = 0 AC credit ¹)= 1 BC
Seminar	1 AC = 25 to 49 hours (fewer than 25 hours = 0 AC credit ¹)= 1 BC
Context Based	1 AC = 10 hours = 1 BC
Clinical	1 AC = 45 hours = 1 BC
Practicum	1 AC = 45 hours = 1 BC
Applied Practicum	1 AC = 35 hours = 1 BC
Field Work	1 AC = 60 hours = 1 BC
Work Experience	1 AC = 60 hours = 1 BC

¹Labs/Seminars with 24 or less hours are still charged 1 billing credit.

4. No fractions of Academic Credit are assigned to a course. Rounding up or down of Academic Credit is determined in discussion with the Associate Dean, Dean and Registrar.
5. Academic and Billing Credits may be assigned to align with the requirements of collaborative program agreements or with university transfer courses.
6. Courses offered in an alternate format (e.g. independent study, teleconference, online instruction) are assigned Academic Credit reflecting equivalence to a conventionally delivered course. Other fees may be assessed in addition to Billing Credits for these courses.

7. Transfer Courses

7.1 Courses offered as part of a transfer program normally carry the same Academic Credit as equivalent courses at universities or other transfer institutions.

7.2 When there is a discrepancy between transfer course Academic Credits with the universities, the Registrar, in consultation with the Associate Dean or Dean, determines the credit to be assigned.

8. At the discretion of the Registrar and Dean, courses may be assigned Academic and Billing Credits that deviate from this policy.

9. Instructor/student contact hours are indicated in brackets following the course title and number. These figures show the number of contact hours per week. The first figure is the number of lecture hours. The last figure is the number of lab hours. Seminar hours are identified with "S". Practicum, Clinical and Fieldwork are usually expressed as total hours. For example, OPTA 330-5 includes 230 hours of practical contact hours. 1 Academic Credit equals 45 hours, therefore 230 hours divided by 45 equals 5 Academic Credits. The chart below provides further clarification.

(3-0)	Three hours of lecture per week. No labs.
(3-3)	Three hours of lecture and three hours of lab per week.
(0-3)	No lecture. Three hours of lab per week.
(3-1S-3)	Three hours of lecture, 1 hour of seminar and three hours of lab per week.
(3/2)	Classes on alternate weeks.

PROCEDURE:

1. The Associate Dean or Dean, in consultation with the Registrar, identifies the number and type of instructional hours for courses using the categories set out in Guideline 3. These hours are approved by Curriculum Committee before submission to Academic Council and Administration.
2. The Registrar normally assigns the Billing Credit based on Guideline 3.
3. In the event of a disagreement, the Vice President Academic receives recommendations and sets the Academic Credit for the course.
4. Academic and Billing Credits for all courses are published in the Academic Calendar.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Registrar, Associate Deans, Deans' Council, Advisors, Curriculum Committee, Financial Services

POLICY REVIEW DATE: July 2020

EFFECTIVE DATE: December 1, 2015

REVISION HISTORY: December 1, 1996 – Academic Credit Assignment to Courses
Policy and Standard Practice
May 1, 2003
December 1, 2005
June 1, 2009 - Standard Practice rescinded/incorporated into revised policy
December 1, 2015

RELATED POLICIES:

- Academic Schedule
- Academic Standing
- Course Outline
- Curriculum Standards for Credit Programs
- Graduation, Certification, and Completion
- Mandatory Instructional and Non-Instructional Fees
- Non-Credit Programming
- Workplace Learning

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.