

Assignment of Academic and Billing Credits to Courses Policy	
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Associated Documents	

PURPOSE

This policy describes how academic and billing credits are assigned to courses.

SCOPE

POLICY

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. Courses offered as part of a transfer program normally carry the same Academic Credit as equivalent courses at universities or other transfer institutions.
8. 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.
9. At the discretion of the Registrar and Dean, courses may be assigned Academic and Billing Credits that deviate from this policy.
10. Instructor/student contact hours are indicated in brackets following the course title and number. These figures show the number of contact hours. 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. The chart below provides further clarification.

(45-0)	Forty-five hours of lecture. No labs
(45-45)	Forty-five hours of lecture and forty-five hours of lab.
(0-45)	No lecture. Forty-five hours of lab.
(45-15S-30)	Forty-five hours of lecture, fifteen hours of seminar and thirty hours of lab.
(45/2)	Classes on alternate weeks.

11. 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.
12. The Registrar normally assigns the Billing Credit based on Guideline 3.
13. In the event of a disagreement, the Vice President Academic and Provost receives recommendations and sets the Academic Credit for the course.
14. Academic and Billing Credits for all courses are published in the Academic Calendar.

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.

Contact Hour: A measure that represents an hour of scheduled instruction or class work given to students. Each learning opportunity will have contact hours and include breaks as listed in the Academic Schedule.

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.

RELATED POLICIES

Academic Schedule Academic Standing Course Outline

Curriculum Standards for Credit Programs Graduation, Certification, and Completion Non-Credit Programming

Workplace Learning