**CREDIT ALLOCATION**

**EFFECTIVE DATE** October 11, 2012

**RESPONSIBILITY FOR IMPLEMENTATION** Vice-President Academics and Research

 Dean, Student Experience

**POLICY STATEMENT**

Credits are assigned to courses at Grande Prairie Regional College to reflect the learning opportunities that occur through classrooms, self-instructional materials, laboratories, work sites, research, outside class preparation and course work.

**CROSS-REFERENCE:**

**PURPOSE**

Credits assigned to courses are used to calculate student grade point average and used to assess tuition fees.

**SCOPE**

Deans, Chairs, Faculty, Students, Registrar’s Office. This policy does not apply to Apprenticeship and non-credit programs.

**DEFINITIONS**

**Credit:** a measure of learning opportunities based on the number and type of instructional hours (or equivalent learning experiences).

**Course**: A series of learning opportunities within a specific subject area to which a final grade is assigned, among which are the following:

1. **Lecture**: Context based or instructor directed learning aimed at acquiring theory.
2. **Lab**: Activities structured by an instructor to facilitate the application of concepts, theories and principles.

c. **Seminar/Tutorial**: Discussion and participation in activities aimed at further exploration and application of concepts, theories and principles.

d. **Clinical Practicum**: Unpaid clinical experience supervised either directly or indirectly by the instructor. Clinical practica provide opportunities for students to apply and acquire knowledge and communication and other skills while providing care for clients in a variety of acute care, long term care and community based organizations in both local and remote locations.

e. **Practicum**: Workplace experience combining theory with experiential learning that are planned by the instructor but implemented and supervised by agency personnel and the student.

f. **Work Experience**: Learning experience in the field of study planned and implemented by the employer.

**PROCEDURES/RULES STATEMENT**

**Guidelines for Assigning Academic Credits:**

1. Normally, credits are assigned based on 1 credit for 15 hours of instruction.

2. Guidelines for assignment of credits:

Lecture: 1 Credit = 15 - 20 hours (each additional 20 hours = 1 additional credit)

Lab: 1 Credit = 31 – 45 hours (each additional 45 hours=1 additional credit)

Seminar: 1 Credit = 25 – 45 hours

Clinical Practicum: 1 Credit = 45 hours

Practicum: 1 Credit = 45 hours

Work Experience 1 Credit = 200 hours

3. Fractions of credit, rounding up or down of credit weighting is determined in discussion among the Chairs, Registrar and Deans.

4. Courses offered in an alternate format (e.g. independent study, teleconference, computer assisted instruction) are assigned credit weighting reflecting equivalence to a conventional course in learning opportunities and study time.

5. Transfer Courses

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

II. The number of lecture hours to deliver the course content in one academic term, if the course were to be delivered in a traditional mode, is normally the determining factor for credit.

III. In the case where there is a discrepancy between credits at the universities, the Registrar, in consultation with the Chair, will decide.

6. Credits for Academic Upgrading courses will be based on the credits allocated to high school courses by Alberta Education.

**PROCEDURE:**

1. The Chair identifies the number and type of instructional hours for courses using the categories set out in Guideline 2. These hours are approved by the Dean and the Registrar before submission to Curriculum Committee and Academic Council.
2. In the event of disagreement, the Vice-President Academics and Research receives recommendations and sets the credit weight.

3. Credit weights for all courses are published in the calendar.

Approved by Academic Council: October 11, 2012