

## GRANTING OF CREDIT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	D. Student / Academic
<b>Policy Number:</b>	D27
<b>Approval Date:</b>	June 14, 2018
<b>Effective Date:</b>	June 14, 2018
<b>Policy Owner:</b>	Vice President, Academic

<b>Objective:</b>	<p>Olds College is committed to fairness and equity in the granting of credit for student work and the recognition of instructional excellence. The credit system at Olds College recognizes all forms of learner engagement and instructional techniques when determining the credit values for each course. Exceptions may occur when the body of information to be learned exceeds limits outlined in this policy. Exceptions must be approved through the Office of the Vice President, Academic.</p>
<b>Policy:</b>	<p><b>1. Course Credits:</b></p> <p>All courses offered by Olds College are typically valued at 3 credits, with the exception of the Directed Field Studies (DFS) course offered to Bachelor of Applied Science and Alberta Industry Trade Board approved curriculum programs. Each course will typically not be less than 45 hours of instruction. The performance of each learner, relative to the objectives of the course, is reflected through the grading system. The hours of learner engagement required to achieve the outcomes associated with an individual course will depend on:</p> <ol style="list-style-type: none"> <li>a. the nature of the content,</li> <li>b. the method of delivery,</li> <li>c. the method of instruction, and</li> <li>d. any other factors required for the provision of effective learning opportunities.</li> </ol> <p>These requirements to achieve the program outcomes will be determined collaboratively by the Dean/Chair of the School responsible for the delivery of the course, in full consultation with the program curriculum committee which will be made up of the instructors of the courses and those that are responsible for the program delivery. In Directed Field Studies (DFS), each credit is equated to approximately 40 hours of work/study, conducted under the aegis of an approved DFS work plan.</p>

**2. Hours of Instruction:**

Hours of instruction are measured in terms of student contact hours (SCH) which are defined as the time during which the learner is required to participate in learning activities described on their timetable (e.g. lecture lab, tutorial, e-learning, exams, etc). Consistent with the principle outlined in Paragraph 1 of this policy, the number of student contact hours required to achieve the outcomes associated with each program of study at Olds College will vary from program to program. In order to ensure equity between credentials, credits, instructional workloads, and optimum opportunity for student success, each program of study at Olds College will contain at least 450 student contact hours per level (a level is defined as the equivalent of one year of full-time study) and will not exceed 750 student contact hours. These parameters ensure that programs at Olds College meet national standards of practice for the granting of post-secondary credentials and will be reviewed on a regular basis. The SCH requirements for each course included in a program of study will be determined collaboratively by the Dean/Chair of the School responsible for the delivery of the program and the instructors of the courses, and will reflect the advice provided by the program curriculum committee.

**3. Student Workload:**

In order to support learner success and to promote a healthy and balanced lifestyle, programs are limited to no more than approximately 50 hours per week of combined learner SCH and independent involvement. This is based upon a reasonable approximation of the level of effort required of an average learner in order to be successful. All of the activities described in Paragraph 2, both SCH and self-directed, are to be included in the student workload calculation. The assessment of the student workload is to be conducted by the program curriculum committee and may include a student advisory group. The student workload will be reviewed on an annual basis or whenever changes to the program of study may require it.

College-based activity not directly related to the student’s program of study (sports, club activity, cultural pursuits, etc.) should not be included in the calculation. Course work will be divided equally across the length of the program and full-time learners will not be required to enroll in more than five courses (15 credits) per semester or 30 credits per year (level) of study. These levels will constitute a full-load. Full-time students at Olds College may, at their own discretion, enroll in one 3-credit course to be taken over and above a full load. Students may also be allowed to take further additional courses with the permission of the School. Typically programs at Olds College require full-time students to be enrolled in no more than five concurrent courses. All core and elective course requirements will be scheduled in a way that enables students to meet graduation requirements without going above the maximum of five concurrent courses.

**Definitions:**

**Related Information:**

**Related Procedures:**

**Review Period:**

**Revision History:**

3 years

New: 2007  
Revised: 2012  
Revised: 2018