

## 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>	January 26, 2024
<b>Effective Date:</b>	January 26, 2024
<b>Policy Owner:</b>	Vice President, Academic

<b>Objective:</b>	Olds College of Agriculture & Technology (the “College”) is committed to fairness and equity in the granting of credit for students’ learning in ministry-approved credentials. The credit system at the College recognizes all forms of learner engagement and instructional techniques when determining the credit values for each course.
<b>Policy:</b>	<p><b>1. Course Credits:</b> Courses offered by the College are typically valued at 3 credits. 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.</li> </ol> <p>These requirements to achieve the program outcomes will be determined collaboratively by the Dean of the School responsible for the delivery of the course, in full consultation with the program curriculum committee (PCC). Experiential and/or work-integrated learning may vary in the number of hours assigned to each credit, based on the student’s learning environment and the needs of the program.</p> <p><b>2. Hours of Instruction:</b> Hours of instruction are measured in terms of scheduled learning time (SLT) which is defined as the time during which the learner is required to participate in learning activities described on their schedule (e.g. lecture, lab, tutorial, e-learning, exams, etc). To ensure equity between credentials, credits, instructional workloads, and optimum opportunity for student success, each 30 credit program of study at the College will contain at least 450 hours of scheduled learning time per level (a level is defined as the equivalent of one year of full-time study) and will not exceed 750</p>

hours of scheduled learning time. These parameters ensure that programs at the College meet national standards of practice for the granting of post-secondary credentials and will be reviewed on a regular basis. The SLT requirements for each course included in a program of study will be determined collaboratively by the Dean/Associate Dean of the School responsible for the delivery of the program and the instructors of the courses, and will reflect the recommendation provided by the PCC.

**3. Student Workload:**

To support learner success and to promote a healthy and balanced lifestyle, programs are approximately 50 hours per week of combined learner SLT and independent involvement. This is based upon a reasonable approximation of the level of effort required of an average learner to be successful. All of the activities described in paragraph 2, both SLT and self-directed, are to be included in the student workload calculation. The assessment of the student workload is to be conducted by the PCC 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. Coursework will be balanced across the length of the program and full-time learners will not normally be required to enroll in more than five courses (15 credits) per semester or 30 credits per year (level) of study. A program may be offered in an accelerated or block format upon approval of the VPA and notification to students. Full-time students at the College may, at their own discretion, enroll in additional courses with the permission of the School. Students enrolled full-time in a program who successfully completed all courses, will be able to meet graduation requirements within the designated timeframe of the program.

**Definitions:**

**Scheduled Learning Time:** The time during which the learner is required to participate in learning activities described on their schedule (e.g. lecture lab, tutorial, e-learning, exams, etc).

**Independent Involvement:** Student learning time that is not included in Scheduled Learning Time.

**Related Information:**

- D21 Course Development and Review
- D22 Program Review
- D24 Academic Scheduling
- D34 Program Development
- D35 Program Curriculum Committee
- [Work Integrated Learning Framework](#)

**Related Procedures:**

**Review Period:**

3 years

**Revision History:**

- New: 2007
- Revised: 2012
- Revised: June 2018
- Revised: January 2024