

## BCIT Assigning of Credits to Courses Policy

<b>Category:</b> Education	<b>Policy Number:</b> 5012	<b>Effective Date:</b> 88-09-01	<b>Related Policies:</b>
<b>Approved By:</b> Administration	<b>Executive Responsible:</b> Vice President, Education	<b>Amended:</b> 05-09-26	<b>Review Due:</b> 06-09-26

A credit is defined as one classroom hour per week over a 12-15 week term. It is recognized that in assigning credits to courses other criteria are also considered. Criteria such as:

- course content
- learning outcomes
- whether it is a lab/clinical or a practicum

Courses offered through non-traditional learning modes such as directed study, self-study or special projects, may be assigned the same credit as an equivalent course taught in the classroom clinical setting, or laboratory.

**Common Courses taught across different technologies will be assigned the same credits (full-time and part-time).**

Clinical experience/practice which is planned, monitored and evaluated as part of the diploma requirement will be assigned credits.

All credits will be rounded off the nearest half-credit.

Credits assigned to individual courses that do not adhere to the policy must be jointly agreed to and approved by the teaching Associate Dean and Registrar.

Total credits required for a program must be approved by the Dean and the Registrar.

### Procedure

1. For full-time programs, 15 classroom hours will equal one credit for purposes of calculating total course credits.

Examples:

- a. 5 hrs/wk over 15 weeks = 75 classroom hours  
(75 classroom hrs)/(15 hrs/credit) = 5.0 credits

- b. 4 hrs/wk over 20 weeks = 80 classroom hours  
(80 classroom hrs)/(15 hrs/credit) = 5.33 credits  
(round to nearest half credit) = 5.5 credits
- c. 4 hrs/wk over 17 wks = 68 classroom hours  
(68 classroom hours)/(15 hrs/credit) = 4.5 credits

- 2. Part-time (Continuing Education) courses will normally be assigned the same credit value as the equivalent full-time program courses, even though the length of term is less (12 weeks). It is assumed that part-time (Continuing Education) courses have the same course content, and to off-set reduced classroom hours there is a greater "take home" workload. For purpose of calculating total course credits for courses offered in a 12 week term, 12 classroom hours will equal one credit.