
Credit System

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Key Process Area:	Program Development and Renewal
Owner:	VP AR
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POLICY STATEMENT

The Credit System provides a framework for measuring, describing and comparing the time allocated for the delivery of post-secondary level learning. It also provides a process whereby students accumulate credits towards a particular certification.

PURPOSE

The purpose of this process is to ensure that the credit value assigned to courses is applied in a consistent manner in accordance with the specifications and conventions of the credit system. The procedure begins with the assignment of the credit value to a course and ends with the validation of the course credit value.

SCOPE AND LIMITATIONS

The Credit System applies to all New Brunswick Community College (NBCC) credit courses. NBCC is in the process of transitioning to a new Credit System model, therefore two Credit Systems (Policy 1213 A and Policy 1213 B) will coexist until all programs have transitioned to Policy B in 2024.

1.0 DEFINITIONS

Course

- a course refers to a self-contained unit of study that encompasses a pre-determined outcome and a set of competencies related to a specific content area and a specific period of time.

Credit

- a unit of measure that indicates the total learning time allocated to address the course competencies, regardless of delivery mode.

Credit Course

- a post-secondary level course with competencies that are formally evaluated using more than one method of assessment.

Scheduled Hours

- an estimate of the total scheduled contact hours for faculty and students to address the competencies and outcome(s) of a course. Scheduled hours are faculty-led or the student is supervised and guided. They include Facilitated, Laboratory, Work Practicum and Co-op Placement hours; they do not include independent studies hours.

SIMS Course Components

- includes educational activities such as Facilitated, Laboratory, Independent Studies, Work Practicum and Co-Op Placement.

Total Learning Time

- an estimate of the total scheduled hours and the total independent studies hours required to address the competencies and outcome(s) of a course.

1.1 COURSE COMPONENTS

Course components are educational activities that are defined in the Student Information Management System (SIMS) as Facilitated, Laboratory, Independent Studies, Work Practicum and Co-op Placement. Hours are assigned to course components in the Curriculum Standard.

Clinical Placement

- a work experience under the supervision of an experienced licensed healthcare professional.

Facilitated

- an activity during which the instructor is responsible for facilitating an educational experience for students, applying any combination of teaching methods.

Independent Studies

- guided learning that a student undertakes that is not scheduled, is not faculty-led, is assigned by the instructor, and is included in the total learning time required to address the outcomes and competencies of a course. It may include assignment work, preparation for labs, and group project work. Independent study does not include work that the student carries out under their own direction.

Laboratory

- an educational activity in which students carry out experiments, perfect skills or practice activities.

Co-Op Education

- consists of alternating academic term and paid work term in a workplace setting related to the student's field of study.

Field Placement

- an intensive short-term practical experience in a relevant setting that may not require supervision of a licensed professional.

Work Integrated Learning (WIL)

- Work integrated learning is a form of experiential learning that is embedded in program or course design and includes engagement of an industry or community partner. Students connect with their partner to engage in a relevant learning experience that includes reflection and an assessment. The WIL methods utilized to facilitate learning are: applied research, apprenticeship, capstone project (partner), professional practicum/clinical placement, cooperative education, entrepreneurship, field experience, internship, and service learning. See the EL Guide for examples and definitions.

Professional Practicum

- a work term in a work setting related to the student's field of study. There is usually a required number of hours associated with a practicum placement. Practicums provide students with the opportunity to apply newly acquired skills and knowledge in a work setting that relates to their field of study. Practicums provide direct, supervised practical experience, exposing students to industry specific work environments.

2.0 IMPLEMENTATION

NBCC will ensure that:

- a) the specifications of the credit system are applied consistently
- b) a credit has a uniform value wherever it is applied
- c) the credit system is understood by students, employers and providers of education and training (both within and outside the college)
- d) deviations from the credit system specifications and conventions are identified and corrected
- e) specific credit requirements for certification are stated explicitly.

2.1 Assigning Course Credits

One (1) credit corresponds to 15 hours of total learning time for Facilitated, Laboratory or Independent Studies and 30 hours of total learning time for Work Integrated Learning up to a maximum of twelve (12) credits.

2.1.1 Facilitated, Laboratory and Independent Studies

Total learning hours are identified for each course component – Facilitated, Laboratory, Independent Studies. Total hours are an estimate that may be subjected to adjustments when the course is scheduled for delivery. However, the total hours for a course must be multiples of 15 hours.

All identical courses will be assigned the same credit value regardless of the method of delivery.

2.1.2 Work Integrated Learning

Total learning hours are identified for the applicable course component –Work Practicum or Co-op Placement. Hours are an estimate based on a standard NBCC delivery week. For work integrated learning, a credit corresponds to minimum of 30 hours or one (1) week to account for variations in the work week of the various placement hosts. Both hours and weeks are indicated in the course profile.

2.2 Non-Credit Courses

Non-credit courses are courses that are less than 15 total learning hours, do not include formative and summative assessment, or are not post-secondary level education. Non-credit courses are not counted toward the credit requirements for certification, however, they are recognized on a student transcript and may be required for graduation.

Examples of non-credit courses include Transportation of Dangerous Goods (SECU1123) and Orientation to Service Learning (PERS1228).

2.3 Validation of Course Credits

Once the credit value has been assigned to a course, it is validated by the designated authority responsible for the approval of courses. This validation process ensures that the credit value assigned to a course is appropriate and consistent with the specifications of the credit system. Once the credit value for the course is approved, the course credit value (including the scheduled and/or total learning hours for each course component) is entered into the Integrated Document Management System (IDMS) and the Student Information Management System (SIMS).

3.0 OTHER RELATED DOCUMENTS

Course Delivery and Evaluation of Learning (1109)

Experiential Learning: Work Integrated Learning (1119)

Certification and Graduation (1312)

GPA Calculation (1108.4655)