
Credit System

Policy Number:	1213
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AR
Current Approved Date:	March 27, 2018

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

Credit System applies to all New Brunswick Community College (NBCC) credit courses.

1.0 DEFINITIONS

Co-Op Placement

- a period of practical training incorporated into part of a training program that meets the requirements of a cooperative education program. When the work term consists of a single work period, the program is referred to as a co-op internship. In contrast, when it consists of two or more work periods integrated in the program, it is referred to as an alternating co-op. The students' work experience is coordinated by a member of the College's instructional or professional staff, or by staff of the contracted/contracting agency. Contingent on agreements for student placement, students may or may not receive remuneration for work integrated learning.

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.

Course Components

- educational activities that are defined in the Student Information Management System (SIMS) as Lecture, Laboratory, Independent Studies, Practicum and Co-op Placement.

Credit

- a unit of measure which indicates the time allocated to address the course competencies.

Credit Course

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

Independent Study

- students work independently on course work that is assigned by the instructor. Course work may be on special topics or in courses that may be required for graduation but are not scheduled. The evaluation of

the students' performance during independent study is the responsibility of the instructor assigned; assessment is made on a regular and continual basis.

Laboratory

- an educational activity conducted on or off-campus in which students carry out experiments, perfect skills or practice activities under the direct supervision of an instructor. The laboratory's purpose is to reinforce concepts or skills learned as a result of another strategy, such as lecture. The instructor organizes the plan of student involvement to satisfy the predetermined course competencies and may, during the laboratory, demonstrate or describe activities to be performed by students, or devices to be utilized or operated by students. The evaluation of the students' performance in the laboratory is the responsibility of the instructor assigned; assessment is made on a regular and continual basis.

Lecture

- a classroom activity conducted on or off-campus, during which the instructor presents an educational experience to students, applying any combination of methods, such as lecture, demonstration or application of technology or techniques as a supplement to, and reinforcement of instruction. This designation is applicable only when the course organization requires that the instructor carry the prime responsibility for the instructional activity, and is actively involved in the instructional purpose for the preponderance of time during which the class is in session. The evaluation of students' performance in the lecture course is the responsibility of the instructor assigned; assessment is made on a regular and continual basis.

Nominal Hours

- an estimate of the scheduled and any 45 hour units of independent study required to address the course competencies.

Practicum

- all other evaluated Work Integrated Learnings regardless of duration.

Scheduled Hours

- an estimate of the total scheduled hours for faculty and students required to address the competencies and outcome(s) of a course. Scheduled hours include direct teaching, supervised and faculty supported study.

SIMS Course Components

- includes educational activities such as Lectures, Laboratories, Independent Studies, Practicum and Coop Placement.

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 45 hours of nominal learning time for courses and 90 hours of nominal learning time for practicums up to a maximum of four (4) credits.

2.1.1 Lectures, Laboratories and Independent Studies

Nominal hours are identified for each course component – lecture, laboratory, independent study. Nominal 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 45 nominal hours.

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

2.1.2 Work Integrated Learning

Nominal hours are identified for the applicable course component – work practicum or Co-op Placement. Nominal hours are an estimate based on a standard NBCC delivery week. For work integrated learning, a credit corresponds to 90 nominal hours or between 2 - 3 weeks to account for variations in the work week of the various placement hosts. Both nominal hours and weeks are indicated in the course profile.

2.2 Non-Credit Courses

Non-credit courses are courses that are less than 45 nominal 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 Work Safely (SECU1221) 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 nominal 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)