

Procedure Information	
Related to Policy No:	E-1.42
Approved by:	Education Council
Approval Date:	January 17, 2023
Date of Next Review:	January 2028

ALIGNMENT OF CREDIT TO COURSES PROCEDURES

Definitions

Direct Instruction

The purpose of this type of learning is the acquisition of new knowledge, skills, and attitudes in a structured learning environment. A variety of instructional techniques may be used in direct instruction (e.g.: lecture, seminars, group discussions, independent study, demonstrations, new skills instruction, role plays, etc.), including on-line and video conferencing courses.

Factored Hours

The number of normalized instructional hours multiplied by the weighting based on instructional method.

Instruction Method

May be Direct Instruction, Supervised Practice or Practice Education.

Normalized Instructional Hours

The total number of instructional hours in a course divided by 15 weeks.

Practice Education

Field Placement, Internship, Practicum, or Co-op: This type of learning focuses on the application of skills, knowledge and attitude in the field environment.

Supervised Instruction

The purpose of this type of learning focuses on the practice of newly acquired knowledge, skills, and attitudes in a structured environment with equipment, and with faculty oversight for guidance. Activities that would fit under this area are laboratory sessions and simulations.

Procedures

1. Determine the normalized instructional hours for each instructional method in the course.

2. Not all courses have the same number of weeks, so the course hours are normalized based on a 15-week semester, e.g., 60 hours of instruction normed over 15 weeks equals 4 hours / week instruction.

3. Determine the factored instructional hours.
 - 3.1. Different instructional methods will be granted credits based on the following weightings:
 - 3.1.1. Direct Instruction - weight value of 1 hour of instruction/ week over a normalized 15-week semester equals 1 factored instructional hour.
 - 3.1.2. Supervised Practice – weight value of 1 hour of instruction/ week over a normalized 15-week semester equals 0.25 factored instructional hour.
 - 3.1.3. Practice Education, Field Placement, Internship, Practicum, Co-op - weight value of 1 hour of instruction/ week over a normalized 15-week semester equals 0.5 factored instructional hour.
4. The total factored instructional hours for a course equals the sum of the factored instructional hours for each instructional method used in the course.
5. For those courses where the total factored instructional hours are not whole numbers, the hours will be rounded to a whole number.
 - 5.1. If the decimal value is ≥ 0.5 round up to the next whole number
 - 5.2. If the decimal value is < 0.5 round down to the next whole number.
6. Convert the factored hours into credits using the supplied chart.

Factored Hours	Academic Credit	Factored Hours	Academic Credit
< 1	0	32-33	16
1	1	34-35	17
2	2	36-37	18
3-5	3	38-39	19
6-9	4	40-41	20
10-11	5	42-43	21
12-13	6	44-45	22
14-15	7	46-47	23
16-17	8	48-49	24
18-19	9	50-51	25
20-21	10	52-53	26
22-23	11	54-55	27
24-25	12	56-57	28
26-27	13	58-59	29
28-29	14	60-61	30
30-31	15		

Examples of credit calculation for courses with only one instructional method.

Instructional method	Total hours of instructional method	Hours/week Normalized for 15-week semester	X Instructional method factor	Factored Instructional hours (rounded)	Total academic credits from chart
Direct Instruction	86	/15 = 5.7	X 1	= 5.7 (6)	4
Supervised Practice	65	/15= 4.3	X 0.25	= 1.1 (1)	1
Practice Education	165	/15= 11	X 0.5	= 5.5 (6)	4

Example of credit calculation for a course with both lab and theory components

Instructional method	Total hours of instructional method	Hours/week Normalized for 15-week semester	X Instructional method factor	Factored Instructional hours (rounded)	
Direct Instruction	45	/15 = 3	X 1	3	
Supervised Practice	45	/15= 3	X 0.25	.75	Total academic credits from chart
				3.75 (4)	3

Links to Other Related Policies, Documents, and Websites

Alignment of Credit to Courses E.1.42

Forms

Credit Calculator

Procedure Amendment Log

Amendment Number:	Date:
0	May 2017
1	January 17, 2023
2	