

Course Credit Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	December 3, 2019	Cross Reference:	Alberta Credentials Framework Post-Secondary Learning Act
Policy Owner:	VP Academics	Appendices:	
Policy Administrator:	Registrar		
Approver:	Executive Committee		
Review Schedule:	Every 5 Years		

1. Policy Statement

Keyano College is committed to meeting provincial and collaborative institution standards as well as ensuring consistent determination, application and reporting of course credits. Keyano College recognizes the need to be fair and equitable in the granting of credit for learning activity.

Keyano College recognizes the need for consistency in course naming conventions to add clarity for students and to ensure a positive, predictable student experience.

2. Background

This policy has been developed in order to ensure transferability between programs at Keyano College, as well as to other post-secondary institutions.

3. Policy Objectives

3.1 This policy will clearly communicate standards and to align credit determination across all credit programming.

3.2 This policy will outline principles for course naming conventions that standardize all course nomenclature to communicate clearly course details in a consistent manner for all courses.

4. Scope

Credit determination will apply to all credit programming with the exception of:

- Apprenticeship training as they are governed by AIT (Apprenticeship and Industry Training).
- College Preparation courses as they are administered according to Alberta Education guidelines.
- Workplace experiential learning courses

The implementation of consistent nomenclature will apply to all credit courses at Keyano College.

5. Definitions

5.1 Alpha Code

Alpha Code is a series of letters used to represent a course or program.

5.2 Credit

Credit is representative of the work required to learn the course outcomes verified by evidence of student achievement. A 3-credit course will then reasonably approximate not less than 2 hours of a combination of supported learning and student self-directed learning for every 1 hour of direct teaching. Each credit should be approximately 15 hours of instruction.

5.3 Credit Course

Credit course a course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It may be offered in the daytime or evening, through face-to-face delivery, distance delivery or blended delivery. It is included in the calculation of a student's grade point average.

5.4 Credit Program

Credit Program is a group of related courses that is formally approved by Alberta's Post-secondary Education Ministry and offers an official credential recognized in the Alberta credential framework.

5.5 Independent Learning

Independent Learning is learning that a student does outside of scheduled class time. This may include but is not limited to study, assignment work, preparation for labs and report writing.

5.6 Non-Credit Course

Non-Credit Course is a course which is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.

5.7 Non-Credit Program

Non-Credit Program is a group of related courses whose completion meets the requirements for a certificate that is not an official credential recognized within the Alberta credential framework.

5.8 Program of Study

Program of Study is a group of credit courses that, on completion, leads to the granting of a degree, diploma, certificate or applied degree. (Post-Secondary Learning Act, 2017)

5.9 Workplace Experiential Learning Course

Workplace Experiential Learning Course is a course that the student completes primarily in a workplace setting. This could include practicums, clinical placements, and on the job training.

6. Guiding Principles

6.1 Course Credit Determination

6.1.1 Keyano College uses a standard credential framework that provides common academic weight and integrity to the credentials and credits that the college offers. This ensures that Keyano College credentials are comparable with like-credentials offered by other post-secondary institutions, improves the mobility of Keyano College students and graduates, and are valued by employers.

6.1.2 All credit programs will comply with the Alberta Credential Framework set out by the Government of Alberta.

6.1.3 Course credits are determined in collaboration between the program chair, the registrar and the Quality Assurance and Research Department. They will be assigned according to the approved documents filed with PAPRS.

6.2 Course Nomenclature

6.2.1 Course Name is limited to a 28-character maximum.

- Courses offered in a series are to be numbered using roman numerals.
Eg. ART 232 = Visual Fundamentals I, ART 233 = Visual Fundamentals II)
- Other numbers in the course name should be listed as numbers.
Eg. 2nd British Empire instead of The Second British Empire
- Use & instead of “and”.
Eg. 19th & 20th Century” instead of Nineteenth and Twentieth Centuries

6.2.2. Course Code Numbering

- Is limited to 15-character maximum, 3-8 letters followed by 3-4 numbers.
- Year 1 course numbers should begin with 1, year 2 course numbers should begin with 2, etc.

6.2.3 The Alpha Code should be in line with the program.

Eg. BUS = business course, SOWK = social work course.

6.2.4 A course code cannot be reused.

7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Office of the Registrar	<ul style="list-style-type: none"> • Align the credit calendar to reflect this policy.
Quality Assurance	<ul style="list-style-type: none"> • Ensure change requests meet policy requirements.
Deans	<ul style="list-style-type: none"> • Ensure programs and courses are updated to meet policy requirements.
VPA	<ul style="list-style-type: none"> • Ensure compliance with Alberta Credentials Framework and Post Secondary Learning Act.

8. Policy Management

Policy Title:	Course Credit Policy
Approval Date:	December 3, 2019
Effective Date:	December 3, 2019
Historical Review Dates:	N/A
Next Review Date:	2024
Related Legislation:	Post-Secondary Learning Act
Supersedes Policies:	
Monitoring/Frequency:	5 years
Policy Owner:	VP Academic
Policy Administrator:	Registrar
Policy Coordinator:	Executive Assistant to the VP Academic