

CREDIT ALLOCATION			
Effective Date	February 26, 2026	Policy Type	Academic
Responsibility	Vice-President Academic Registrar	Related Policies	Course Outline Policy Tuition and Fees Policy Academic Timetable Policy
Approval Authority	Academic Council	Review Schedule	Every 5 Years

1. Policy Statement

- 1.1. This policy describes how academic credits are assigned to courses at Northwestern Polytechnic ("NWP" or "the Polytechnic") to reflect the learning activities that occur.

2. Scope:

- 2.1. Deans, Chairs, Faculty, Students, Office of the Registrar. This policy applies to all credit-bearing courses and does not apply to Apprenticeship and non-credit programs.

3. Reason for Policy:

- 3.1. Credits assigned to courses are used to calculate student grade point average and used to assess tuition fees.

4. Definitions:

- 4.1. **Credit:** a measure of learning activities based on the number and type of instructional hours (or equivalent learning experiences).
- 4.2. **Course:** A series of learning activities within a specific subject area to which a final grade is assigned, among which are the following:
 - 4.2.1. **Lecture:** Context-based or instructor directed learning aimed at acquiring theory.
 - 4.2.2. **Lab:** Activities structured by an instructor to facilitate the application of concepts, theories and principles.
 - 4.2.3. **Seminar:** Discussion and participation in activities aimed at further exploration and application of concepts, theories and principles.

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4.2.4. **Clinical Practicum:** Unpaid clinical experience supervised either directly or indirectly by the instructor. Clinical practica provide opportunities for students to apply and acquire knowledge and communication and other skills while providing care for clients in a variety of acute care, long term care and community-based organizations in both local and remote locations.

4.2.5. **Practicum/Field Experience:** Workplace experience combining theory with experiential learning that are planned by the instructor but implemented and supervised by a host organization.

4.2.6. **Work Experience/Co-Operative Education:** Learning experience in the field of study planned and implemented by the employer.

5. Guidelines for Assigning Academic Credits:

5.1. Normally, credits are assigned based on 1 credit for 15 hours of instruction.

5.2. Guidelines for assignment of credits:

Lecture:	1 Credit = 15 - 20 hours*
Lab:	1 Credit = 31 - 45 hours**
Seminar:	1 Credit = 25 - 45 hours
Clinical Practicum:	1 Credit = 45 hours
Practicum/Field Experience:	1 Credit = 45 hours
Work Experience/Co-operative Education:	1 Credit = 200 hours

* each additional 20 hours = 1 additional credit

**each additional 45 hours=1 additional credit

5.3. Fractions of credit, rounding up or down of credit weighting is determined in discussion among the Chairs, Registrar and Deans.

5.4. Credits may be assigned to align with the requirements of collaborative program agreements.

5.5. Courses offered in an alternate format (e.g. self-study, asynchronous) are assigned credit weighting reflecting equivalence to a conventional course in learning opportunities

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and study time.

5.6. At the discretion of the Registrar and Dean, courses may be assigned credit hours that deviate from this policy.

5.7. Transfer Courses

5.7.1. Courses offered as part of a transfer program normally carry the same credit as equivalent courses at universities or other transfer institutions.

5.7.2. In the case where there is a discrepancy between credits at the universities or other transfer institutions, the Registrar, in consultation with the Dean, will decide.

6. Roles and Responsibilities

Stakeholder	Responsibilities
Academic Council	<ul style="list-style-type: none">• Approve and formally support this policy.
Vice-President Academic	<ul style="list-style-type: none">• Review and formally support this policy.• Oversee the implementation of this policy.• Oversee any exceptions to this policy.
Registrar	<ul style="list-style-type: none">• Review and approve course instructional hours and proposed credit weights before they advance to Curriculum Committee and Academic Council.

7. Procedure:

7.1. The Chair identifies the number and type of instructional hours for courses using the categories set out in Guideline 5.2. These hours are approved by the Dean and the Registrar before submission to Curriculum Committee and Academic Council.

7.2. In the event of disagreement, the Vice-President Academic receives recommendations and sets the credit weight.

7.3. Credit weights for all courses are published in the calendar.

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8. **Revision history:** This section records the changes made to the policy over time.

Approved by the Academic Council: February 26, 2026