



MEMORANDUM

To: Brett Fairbairn, Senate Chair

From: Noah Arney, Policy Specialist

Date: May 30, 2024

Subject: Educational Standards in Credit Courses and Programs policy revision

Background and Purpose of this document:

Proposing minor changes to the Educational Standards in Credit Courses and Programs policy ED 8-0 (the Policy) to align it with other policies and to support attaching credits to vocational and trades programs. I request approval of the attached policy changes by Senate.

Background of Policy:

The Policy provides guidance on a number of matters for TRU including vectoring of courses so that we can accurately apply credits within a program and credits or equivalency required for programs. There is also a section specifically about vectoring for vocational programs. Because most of the programs in the School of Trades and Technology do not have credit attached to them this section hasn't been used often. Since the policy was approved the number of instructional hours for trades students has changed as a result of a change in the TRUFA collective agreement. This makes future uses of the vectoring tool difficult. The alignment was reviewed with other institutions across BC, most of which use some form of vectoring that works out to one week of full time learning to one credit.

In addition there are some minor oversights in the policy. It is unclear if TRU accepts equivalency to credits for diplomas and degrees, there is a disconnect between this policy and the Types of Undergraduate and Graduate Credentials policy regarding required credits for each credential, and the terms for practica are out of date and so a stop-gap term is being added.

This policy will be undergoing further review in Fall 2024, but these changes are needed for supporting program development in the School of Trades and Technology.

Summary of Proposed Amendments:

1. Changing the vectoring for vocational programs to align with our other programs in that a week of full-time study is considered one credit. For academic programs a student taking full time courses receives 15 credits over the course of a 15-week semester.



THOMPSON RIVERS UNIVERSITY

2. Adding the words “or equivalent” to the credit requirement for each program credential type.
3. Aligning the number of credits for program credentials with the Types of Undergraduate and Graduate Credentials policy.
4. Moving policy under Provost directly.
5. Adding the term “work-integrated learning” to the practica section.

Summary of Engagement:

- Identified as a problem by Policy Specialist during policy review for Dean of School of Trades and Technology
- Reviewed with Policy Subcommittee of APPC
- Developed changes with AVP Strategic Enrolment and University Registrar and the Deputy Registrar Student Records
- Reviewed by Dean of School of Trades and Technology
- Reviewed by Policy Subcommittee of APPC
- Shared broadly with TRU Community
- Reviewed and approved by APPC

Effective Date:

Earliest Notice of Motion to be given by Senate June 10, 2024, final approval to be given September 23, 2024.

Attachments:

Educational Standards in Credit Courses and Programs in redline.

EDUCATIONAL STANDARDS IN CREDIT COURSES AND PROGRAMS



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

POLICY NUMBER	ED 8-0
APPROVAL DATE	January 26, 2009
LAST AMENDMENT	November 27, 2006
REVIEW DATE	November 2014
AUTHORITY	Senate
PRIMARY CONTACT	<u>Provost and Vice President Academic</u> and/or Registrar <u>Appropriate Dean</u>

POLICY

Curriculum content and educational standards are established for all credit courses, and students receive a final grade based on their performance, determined according to policy ED 3-5, Grading Systems (unless they have registered as an audit student).

Students are issued transcripts to document their achievement in credit courses. On successful completion of a program, students may apply for a certificate, diploma, associate degree, baccalaureate degree, or master's degree.

Credits serve as a form of academic currency in post-secondary institutions. They are designed to measure the duration, breadth and depth of study toward a specific program goal.

The purpose of this policy is to provide common standards at Thompson Rivers University (TRU) for defining the number of credits a course should attract within the context of a specific program of study.

REGULATIONS

I. GENERAL

A certificate will be awarded for the successful completion of a program less than ~~46-60~~ credits of study, or equivalent. An undergraduate A diploma will be awarded for the successful completion of a program of ~~46-60~~ – 119 credits of study, or equivalent. An associate degree will be awarded for the successful completion of a program ~~of which is equal to or greater than 60 - 119~~ credits of study, or equivalent, and is in accordance with the definition in the Types of Undergraduate and Graduate Credentials policy. A baccalaureate degree will be awarded for the successful completion of a program that is equal to or greater than 120 credits of study, or equivalent. Post-baccalaureate certificates will be awarded for the successful completion of a baccalaureate degree and up to 30 additional credits of study, or equivalent. A post-baccalaureate diploma will be awarded for the successful completion of a

baccalaureate degree plus 31 credits or more of study, or equivalent. A masters' degree will be awarded for the successful completion of a baccalaureate degree or the equivalent plus a minimum of 24 graduate credits, or equivalent.

To be eligible for a credential, a student must normally complete all courses within a period designated by the relevant program.

The criteria for the awarding of credentials are subject to the approval of the Vice-President, Academic, following advice from Senate.

When these criteria change, the criteria that apply to a particular student shall be those in effect when the student was admitted to the program.

II. RESIDENCE REQUIREMENTS

At least 50% of a program's requirement must be completed through TRU. This does not apply to Open Learning programs.

III. TRANSFER CREDIT

TRU encourages the recognition of credit for courses taught at other institutions.

GUIDELINES:

1. Comparison of course curriculum forms the basis for considering credit recognition at TRU.
2. Courses accepted by any two B.C. public universities and/or university colleges or institutes should be accepted by equivalent TRU programs.
3. Specific credit will be given for courses with a minimum 80% match in content and similar entrance requirements.
4. Credit may be given only for courses receiving a passing grade from the granting institution..

IV. PROGRAM CAPACITIES AND SECTION SIZES

In order to help maintain appropriate educational standards, program capacities and maximum course section sizes shall be determined by the Vice-President, Academic, or designate, in consultation with the relevant department.

V. COURSE VECTORING AND SCHEDULING

Semester-based courses shall be assigned vectoring by the Vice-President, Academic or designate, in consultation with the relevant department and Senate. The vectoring will specify the weekly hours of lecture, seminar and laboratory instruction. The vectoring will be designed to help maintain appropriate educational standards.

The schedule of semester-based courses for each semester shall be prepared by the Registrar, in consultation with the relevant departments.

VI. ASSIGNMENT OF COURSE CREDITS FOR ACADEMIC AND CAREER TECHNICAL PROGRAMS

a. Main principles:

- i. Multi-semester course credits are assigned as the sum of each semester's credits.
- ii. For courses of less than one semester duration, credits are assigned using the vectoring that would apply if the actual course contact hours were distributed in semesterized format.

- iii. All courses must either be vectored (on a per-week basis) or have the total contact hours indicated in the calendar. When the total contact hour method is chosen, a reasonable breakdown among lectures, seminars, labs, practica should be chosen.
 - iv. A standard semester including the exam period is 15 weeks.
 - v. Fifteen credits are considered to be a 100% course load per semester. Students need Chair or designate permission in order to take an overload.
 - vi. The perceived difficulty of the course curriculum as compared to other course curricula at TRU will not be factored into the credit assignment standard.
 - vii. Credit assignment is based solely on derived contact hours of instruction.
- b. Definitions of instructional delivery methods:
- i. Lecture: instruction - standard format.
 - ii. Seminar: subset of lecture instruction - participative format.
 - iii. Lab: laboratory (hands on activity) instruction with laboratory equipment.
 - iv. Practica: related work experience or work-integrated learning, such as: practicum, clinical, shop, fieldwork, ~~or~~ studio, ~~or~~ internship, ~~[or co-operative education]~~.

c. Credit Calculations:

- i. Educational delivery method and instructional weighting factor for credit assignment purposes:

Lectures and Seminars 1 actual hour = 1 derived instructional hour

Labs 1 actual hour = $\frac{1}{4}$ of a derived instructional hour

Practica 1 actual hour = $\frac{1}{2}$ of a derived instructional hour

Note: Once the total program credits are derived using the formula, the credits are to be distributed in proportion to the contact hours of each course. Any partial credit should be rounded down to the nearest whole credit.

- ii. Calculation of derived hours:

Hours of instruction per week x (Weeks of instruction + Assessment) x instructional weighting factor = total derived hours

total derived hours = derived hours per week

15

Use (iii) below to equate course derived hours per week to credits.

Examples of Credit Assignment to Credit Courses

Course	Total Derived Hours	Derived Hours Per week	Credits
ENGL 110 (4,0,0)	Lec (4)(15)(1) = 60	60/15 = 4	3

BIOL 310 (3,0,2)	Lec (3)(15)(1) = 45 Lab (2)(15)(¼) = 7.5	45/15 = 3 7.5/15 = .5 = 3.5	3
NURS 218 (0,4,12P)	Sem (4)(15)(1) = 60 Pract (12)(15)(½) = 90	60/15 = 4 90/15 = 6 = 10	5

iii. Derived hours per week equate to the following credits:

< 1 hour	=	0 credits
1 hour	=	1 credit
2 hours	=	2 credits
3 -5 hours	=	3 credits
6 - 9 hours	=	4 credits
10 - 11 hours	=	5 credits
12 – 13 hours	=	6 credits
14 – 15 hours	=	7 credits
16 – 17 hours	=	8 credits
18 – 19 hours	=	9 credits
20 – 21 hours	=	10 credits

iv. Distributed Learning Refer to Section d. below

d. For courses delivered with no or few direct contact hours (e.g. Distance or Open Learning), credits are assigned using one of the following methods:

- i. Where the same TRU course is delivered in a vectored format, the credits assigned to the no-direct-contact-hours course must be the same.
- ii. Where there is no TRU equivalent, then the credits assigned should be based on a reasonable estimate of the equivalent contact hours of instruction that would be needed to deliver the curriculum under a vectored delivery model. Once the contact hour equivalent is determined, the contact hour/credit relationship defined in c) above should be applied.
- iii. Credit assignment for co-operative education courses is assigned a three credit value.

VII. ASSIGNMENT OF COURSE CREDITS FOR VOCATIONAL PROGRAMS

- a. A full-time vocational (non-semesterized) program normally has a maximum of 30-25 contact hours per week of instruction. The equivalent (to a semesterized delivery model) 100% (15 credit) load equals 15 weeks of full-time instruction. [30 per week] x [15 weeks] = 450 contact hours. A

vocational (non-semesterized) program has one credit assigned for every week of full-time instruction. A program that is less than full-time will have credits distributed proportionally to the equivalent number of full-time weeks.

Examples of Credit Assignment to Vocational Programs:

Program	Total <u>Derived Hours</u> <u>Weeks</u>	<u>Derived Hours Per week</u>	Credits
<u>Automotive Service Technician Foundation Certificate</u> <u>AUTO Program</u>	<u>27 weeks</u> (15 contact hrs/wk)(25 wks) = <u>375</u>	<u>375/15 = 25</u>	<u>1227</u>
<u>WELD Program</u> <u>Water and Wastewater Technology Diploma</u>	(30 contact hrs/wk)(30 wks) = <u>900</u> <u>63 Weeks</u>	<u>900/15 = 60</u>	<u>6330</u>

b. Derived hours per week equate to the following credits:

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

Note: Once the total program credits are derived using the formula, the credits are to be distributed in proportion to the contact hours of each course. Any partial credit should be rounded to the nearest whole credit.

VIII. CREDIT ASSIGNMENT TO PROGRAMS IN DETERMINING APPROPRIATE DOCUMENT

- ~~a. Undergraduate Certificates: a maximum 45 credits of study~~
- ~~b. Undergraduate Diplomas: 46 – 119 credits of study~~
- ~~c. Baccalaureate Degrees: a minimum of 120 credits of study~~
- ~~d. Post-Baccalaureate Certificates: Baccalaureate degree plus a maximum of 30 credits of study~~
- ~~e. Post-Baccalaureate Diplomas: Baccalaureate degree 31 credits of study~~
- ~~f. Master's Degree: Baccalaureate degree or equivalent plus a minimum of 24 graduate credits of study.~~

IX.VIII. UNIVERSITY PARTNER AGREEMENTS

Credit assignments for courses involved with university partner baccalaureate degree programs are to remain assigned as per each university's credits. Once the partner arrangements are terminated, each course credit assignment must be revised where needed to meet TRU policy.

X.IX. PREREQUISITES AND PROMOTION

Subject to the approval of the Vice-President, Academic (or designate), specific grade or grade point average requirements may be set for progression from one course into another, or for promotion from one semester of a program into another.

XI.X. AUDIT STUDENTS

Students who register to audit a course must satisfy the instructor that they are taking reasonable steps to complete course requirements, although no formal evaluation procedures are required. If in the judgment of the instructor a student is not doing this, a grade of W will be recorded.

Students must meet with the instructor at the commencement of the course, or prior to a change to Audit status, to agree on what constitutes reasonable steps to complete course requirements.

Students who wish to change from Credit to Audit status must do so by the end of the second week of the semester.

Departments have the right to refuse an audit student's participation.

EDUCATIONAL STANDARDS IN CREDIT COURSES AND PROGRAMS



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every week of full-time instruction. A program that is less than full-time will have credits distributed proportionally to the equivalent number of full-time weeks.

Examples of Credit Assignment to Vocational Programs:

Program	Total Weeks		Credits
Automotive Service Technician Foundation Certificate	27 weeks		27
Water and Wastewater Technology Diploma	63 Weeks		63

Note: Once the total program credits are derived using the formula, the credits are to be distributed in proportion to the contact hours of each course. Any partial credit should be rounded to the nearest whole credit.

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DRAFT - for consultation purposes