

**TITLE: Academic Credit Procedure**

**Date of Approval:** May 23, 2019

**Effective Date:** September 1, 2020

**Mandatory Review**

**Date:** September, 2023

**Approved By:**

Provost and Vice-  
President, Academic

## 1. Purpose

This procedure supports the implementation of the Academic Credit Policy which was designed to provide guidance on the assignment of academic credit to The Sheridan College Institute of Technology and Advanced Learning (Sheridan) courses that result in a balanced assignment of academic credits across all Sheridan credentials.

## 2. Scope

This Procedure applies to all Sheridan-awarded designations at the end of any particular program, which includes Sheridan Board Local Certificates (Certificate II), Sheridan Board Undergraduate Certificates (Certificate II), Ontario College Certificates (Certificate III), Ontario College Diplomas (Diploma II), Ontario College Advanced Diplomas, Ontario College Graduate Certificates (Post Diploma Certificate), Baccalaureate/Bachelor's Degrees (Honours).

The Ministry of Training, Colleges and Universities (MTCU) does not use the academic credit for funding purposes or assignment of fees. The Ontario Student Assistance Program defers the determination of a full-time or part-time course load to the institution when assessing OSAP eligibility.

## 3. Definitions

**Academic Credit:** The academic value awarded to the student for the successful completion of a course or component of an educational program.

**Capstone:** The culminating achievement (may be related to a course or to a field experience or both). It is designed to bring reflection and focus on the entire program experience; assist students to integrate the different aspects of their learning in the program; and requires the disciplined use of skills, methodology and content developed, refined and in many cases mastered, throughout the program.

**Flipped Classroom:** A form of hybrid or blended delivery in which students access and process course content prior to being directed in-class activities that utilize the content to which they have been exposed. The intention is to provide an opportunity for the student to demonstrate comprehension and application of the content.

**Laboratories/workshops/fieldwork:** Scheduled hours of activities intended to give students hands-on experience; this instructional setting is characterized by:

- Activities in which students are provided with instruction and are directly supervised by college staff
- Settings either inside college facilities (e.g., laboratories, workshops) or outside college facilities (e.g., fieldwork) in which individual students are required to use instructional equipment and/or supplies. These settings do not include situations in which microcomputer labs are used for instruction of standard word processing, spreadsheet and database software packages or situations in which laboratories and workshops are used for convenience. (Adapted from MTCU, 2007)

**Lecture-Studio Class:** A class scheduled in a studio space that consists of a lecture presentation in which new course material is presented in lecture format and time is then allocated to apply the new learning in a studio context.

**Lecture:** A lecture (from the French lecture, meaning reading) is an oral presentation intended to present information or teach people about a particular subject often in an interactive manner with the audience, for example by a university or college professor. Lectures are used to convey critical information, history, background, theories, and equations.

**Online Delivery:** A course where all or almost all of the content is web-based with no, or a very small number of, face-to-face meetings.

**Studio Class:** A class scheduled in a dedicated studio environment in which students work to apply concepts presented in earlier classes to develop a skill or other ability.

**Tutorial:** An instructional activity that must occur in small group settings (usually 5-10 students) and in which individual students do not require access to equipment. (Adapted from MTCU, 2007)

**Work-integrated learning (WIL)** Work-Integrated Learning (WIL) refers to a model and process of curricular experiential education, which formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization and a student.\* The WIL experience may be paid or unpaid. WIL experiences at

Sheridan include: apprenticeship, field placement/experience, mandatory professional practice, and cooperative education and internship (\*adapted from Co-operative Education and Work-Integrated Learning (CEWIL) Canada)

#### **4. Procedure**

The purpose of defining the academic credit is to provide consistency in recording the academic value assigned to Sheridan courses across Sheridan academic records. The following guidelines are followed when determining the academic credit value for Sheridan courses:

1. One (1) academic credit is assigned for each weekly hour of lecture.
2. One (1) academic credit is assigned for each two weekly hours of laboratory, studio, tutorial, seminar and workshop in each academic course.
3. A course scheduled for online delivery will receive the same credit value as a course delivered in the traditional classroom format.
4. In the case of a course scheduled as a flipped classroom delivery, with one hour of lecture replaced by one hour of preparatory independent work by the student as assigned by the faculty member, the course will receive the same credit value as a course delivered in the traditional classroom format.
5. In programs that schedule students in lecture-studio classes where students learn both new material and practice application in a studio environment, credit is assigned based on lecture (1:1) if application of studio credits (1:2) will reduce the average credit allocation in the related program to less than 15 credits per term, irrespective of mode of delivery.
6. Credit allocations per course are assigned as integers.
7. All programs will assign work-integrated learning requirement as a one (1) credit program requirement.
8. One (1) credit per weekly hour will be given for any scheduled seminar hours supporting work-integrated learning in all programs.
9. For capstone courses, where students spend a great deal of time in intense, independent learning with minimal supervision, the program may, based upon the professional judgement of the Faculty both as subject matter experts and as

educators, recommend additional credit beyond that earned in formally scheduled time.

10. For courses where a great deal of rehearsal or practice time is needed to achieve small improvements or refinements in performance, the program may, based upon the professional judgement of the Faculty both as subject matter experts and as educators, recommend less credit for time than one might normally expect to prevent an excessive credit assignment to the overall program.
11. The program may, based upon the professional judgement of the Faculty both as subject matter experts and as educators, recommend that an irregular credit assignment be approved in special circumstances if the irregular credit assignment does not result in either too few or too many credits being assigned to the program. The Level 3 process identified in The Chart of Program Changes and Course Revisions as identified through the Academic Resource Committee will be followed to administer this.

### **Approval of Academic-Credits**

For new programs, the Sheridan Program Quality Assurance Committee will be the arbiter of credits awarded; for program changes the Sheridan Academic Resources Committee (ARC) will be the arbiter of credits awarded.

### **Related Documentation/Links/Forms**

1. [Ministry of Training, Colleges and Universities Tuition and Ancillary Fees Reporting Operating Procedure](#)
2. [The Guide / Chart of Program Changes and Course Revisions](#)
3. [Ministry Ontario Qualifications Framework](#)
4. [Academic Credit Policy](#)
5. [Prior Learning Assessment and Recognition \(PLAR\) Policy](#)