



<b>Category:</b> 2.0 Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> April 2023
<b>Policy Number:</b> 2.16	<b>Final Approval Body:</b> Board of Governors	<b>Policy Name:</b> Course Numbering and Course Credits Policy

A. **POLICY:**

**PURPOSE/COMMITMENT:** This policy outlines the conventions for course numbering, the number of credits applied to a course as they apply to a student's academic credential and for determining tuition fees. Courses that have additional lab fees are also defined.

This policy will outline the level of rigor associated with course levels. This policy ensures alignment of Columbia College levels with that of the broader post-secondary community in British Columbia.

**SCOPE:**

This policy applies to all credit and non-credit courses at Columbia College that are offered in the English for Academic Purposes (EAP) program, the University Transfer (UT) and Associate Degree (AD) programs.

**WHEN TO USE THE POLICY:**

This policy must be considered in the development, review and articulation of non-credit and credit EAP and UT courses offered at Columbia College.

**DEFINITIONS:**

**Associate Degree (AD):** a stand-alone credential awarded after completing the minimum of 60 credits at the first- and second-year university levels, including completion of specific requirements.

**Contact Hour:** one contact hour corresponds to one hour of instruction.

**Co-requisite:** a co-requisite must be taken at the same time, or completed before a particular course.

**Course:** a defined set of learning activities in a designated subject with stated learning outcomes. A course is identified by a course name and number.

**Credit:** a numeric value assigned to a course. Course credits are used to determine a) the contribution of a course towards an academic credential and b) tuition fees.

**English for Academic Purposes (EAP):** College preparatory courses for students who do not have the academic background to enter directly into university level English courses. While these courses do not count towards the total credits required for an academic credential, they do count towards the student's Grade Point Average while at the College for the purposes of registration and academic standing.

**Directed Studies:** second year university courses that have 7 or fewer students and are offered at a time that is mutually acceptable to the instructor and students (cannot be used for first year courses). These courses may meet for fewer contact hours (minimum hours 50% of regular hours) and will receive the same credit and be charged the

same tuition fee as the regular course. The small personalized class size and expected out-of-class work facilitates a reduced number of in-person hours. A limited number of Directed Studies courses are offered each semester.

**Lab Science Courses:** courses where students undertake practical, applied experiments or other work in a laboratory. The lab component is a mandatory part of a Lab Science course and is held at a different time than the lecture component.

**Lab Fee:** an additional fee added to courses that have labs contained within the specified contact hours of the course or have a major extracurricular component.

**Prerequisite:** a prerequisite must be taken before a particular course can be taken.

**Section:** all courses and labs are assigned a section number related to the time at which the course begins and the days on which it meets. University-level course sections numbered 8, 10, 12,14 or 16 etc. usually meet on Monday and Thursday while sections numbered 9, 11, 13, 15 or 17 etc. usually meet on Tuesday and Friday. Sections numbered XX1 usually meet on Wednesday and Saturday. The section number corresponds to a 24-hour clock, e.g., section 14 meets on Monday and Thursday at 2pm.

**Semester:** An academic term of 14 weeks, during which time a registered student completes a course load. There are three semesters in a calendar year; Winter, Summer, Fall. The 14th week is final exam week.

**University Transfer (UT):** Courses that receive transfer credit at a university within the BCCAT system. Students may complete the first two years of a typical four-year university degree at Columbia College before transferring to complete the final two years of the degree at another college or university.

**GUIDING PRINCIPLE:**

The higher the number of contact hours the higher the cost to run the course. Tuition fees charged (i.e., 3 or 4 credits) should ideally be enough to pay for running the course (including the lab if applicable) when at least half of the available seats in a course are full.

**Responsible Owner:**  
2.0 Academic Board

**Category:**  
2.0 Education

**B. PROCEDURES:**

**a) Determining the number of credits per course**

**Note: The number of credits for a course, whether delivered synchronously, asynchronously or in flex mode. Course credits takes into consideration the number of contact hours.**

1. Most University Transfer courses have 4 contact hours per week and receive 3 credits.
2. Lab Science courses receive 4 credits. The mandatory lab co-requisite receives 0 credits.
3. To support our students, some courses are designed to provide additional hours to better prepare students for advanced studies, the courses receive 3 credits (i.e.: ENGL 100, CSCI 1xx, CSCI 2xx and MATH 110).

Exceptions:

Note that MATH 110, with 8 contact hours per week to support our students, receives 3 credits towards the student's credential, and is charged as a 4-credit course when calculating tuition fees given the extra hours.

Note that BUSN 291, with 5 contact hours per week, receives 4 credits towards the student's credential, and is charged as a 4-credit course when calculating tuition fees.

EAP courses, with 8 contact hours per week, receive 0 credits towards the student's credential, and are charged as a 4-credit course when calculating tuition fees.

Directed Studies courses are available to students who have completed 30 credits and have a minimum cumulative GPA of 2.3. Directed Studies courses generally have a minimum of 2 contact hours per week and are taught by regular or tenured instructors. They receive the same number of credits as the equivalent regular course and are charged equivalent to the regular course.

A lab fee is added to all CSCI & APSC courses, GEOG 255 and PSYC 299 and reviewed annually when tuition and fees are set, and approved by the Finance Committee.

#### **b) Determining the Course Number**

Courses will be numbered in consultation with the VP Academic who articulates the course and the Curriculum Committee.

Courses will be numbered according to the following criteria:

1. Non-Credit Preparatory Courses:
  - a. 001-099: Courses should be numbered sequentially to demonstrate level, from lowest to highest.
2. Lower-level courses: 100 and 200-level are introductory courses designed to develop subject knowledge and skill base in preparation for higher-level academic studies.
  - a. 100-199: 100-level courses are considered the starting point for academic work at the university level in a particular field of study. Many 100-level university courses have a high school course prerequisite, particularly in the lab science area.
  - b. 200-299: 200-level courses are considered a step between entrance into a field and more advanced undergraduate work. Courses at the 200-level may require specific 100-level course(s) as a prerequisite or co-requisite.

#### **LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

n/a

#### **REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

n/a

#### **REFERENCE TO BYLAWS or ARTICLES:**

n/a

#### **RELATED ACTS AND REGULATIONS:**

n/a

**RELATED POLICIES:**

n/a

**APPROVALS:**

<b>Responsible Owner:</b>	<b>Date:</b>
<b>Principal or Designate:</b>	<b>Date:</b>
<b>IF APPLICABLE:</b>	
<b>Chair, Academic Board</b>	<b>Date:</b>
<b>Chair, Marketing and Recruitment Committee:</b>	<b>Date:</b>
<b>Chair, Finance Committee:</b>	

**APPROVAL FOR ALL POLICIES**

<b>Chair, Board of Governors</b>	<b>Date:</b>
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<b>Revision Date(s):</b> April 2028	<b>Replaces Policy Number:</b>
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**Note: The Policy Font is Calibri size 10.**