

Academic Affairs

1 AP 4024 CREDIT HOURS AND UNITS

2 References:

3 Title 5 Sections 55002, 55002.5, 55100, 55130, 55256.5, and 58003.1;
4 34 Code of Federal Regulations Sections 600.2 and 668.8

5 Title 5 (§55002 and §55002.5) provides minimum hour-to-unit ratios and minimum unit
6 increments at California Community Colleges. One credit hour of community college work
7 (one unit of credit) shall require a minimum of 48 semester hours of total student work or
8 33 quarter hours of total student work, which may include inside and/or outside-of-class
9 hours. As course contact hours increase, additional credit shall be awarded in half unit
10 increments per the above hour-to-unit ratio standards (for example, a course that provides
11 at least two units of credit shall require a minimum of 96 semester hours of total student
12 work). A credit course shall not be offered for zero (0) units.

13 The Cerritos Community College District has established a relationship between the
14 number of units assigned to a given course and the number of hours in the course outline
15 of record. For each one unit of credit the standard is a minimum of:

- 16 • 18 lecture contact hours plus a minimum of 36 additional hours of related
17 independent student work; OR
- 18 • 54 laboratory or activity contact hours.

19 Cooperative work experience courses shall adhere to the formula for credit hour
20 calculations identified in Title 5 §55256.5. Title 5 §55256.5 provides specific hour-to-unit
21 ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience
22 for one unit of credit and 60 hours of non-paid work experience for one unit of credit.

23 Credit for clock hour designated programs shall be awarded consistent with Title 34 Code
24 of Federal Regulations Part 600.2. The Code of Federal Regulations defines clock hour
25 programs (34 CFR 668.8). Clock hour programs are required to use the formula for
26 calculating units of credit that is contained within the code.

27 Title 5 §58003.1 requires the governing board of each community college district to
28 establish a single primary term length for credit courses that are scheduled regularly with
29 respect to the number of days of the week and the number of hours the course meets
30 each week, inclusive of holidays. The Cerritos Community College District has
31 established a standard term length of seventeen and a half (17.5) weeks.

32 The District shall provide annual certification to the California Community Colleges
33 Chancellor's Office pertaining to the approval of credit courses and credit programs as
34 required under Title 5 §55100 and §55130.

35 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: October 22, 2018

Date Reviewed: January 16, 2019