

Academic Affairs**AP 4024 CREDIT HOURS AND UNITS****References:**

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

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

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

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

Work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 §55002.5. Title 5 §55002.5 provides specific hour-to-unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for one unit of credit and 54 hours of non-paid work experience for one unit of credit.

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

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

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

37 Office of Primary Responsibility: Vice President, Academic Affairs

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