

**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:

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

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

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

29 Title 5 §58003.1 requires the governing board of each community college district to  
30 establish a single primary term length for credit courses that are scheduled regularly with  
31 respect to the number of days of the week and the number of hours the course meets  
32 each week, inclusive of holidays. The Cerritos Community College District has  
33 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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