



## **AP 4080      Standards for Credit Hour Calculations**

References:      Title 5 Sections 55002.5, 55256.5; Chancellor’s office Program and Course Approval Handbook (PCAH)  
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The Curriculum Committee will review all credit courses for compliance with credit hour calculations in accordance with Title 5 and Chancellor’s office policy. AP 4020 delineates the Curriculum Committee’s role and processes.

Title 5 (§55002.5(a)) defines one credit hour of community college work (one unit of credit) as a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. The Chancellor’s office further defines this by using each college’s fiscally approved calendar as the divisor for the calculation of units using the following equation:

$$\frac{(\text{Total Contact Hours} + \text{Outside-of-class Hours})}{\text{Hours-per-unit Divisor}}$$

At Butte College the primary terms are 17 weeks in length. This makes the hours-per-unit divisor 51 hours.

Title 5 (§55002.5(e)) allows credit hours for all courses to be awarded in increments of one unit or less. The Chancellor’s office requires colleges to award units of credit in a minimum of 0.5 units, or smaller than 0.5 if permitted by local policy. At Butte College the policy is increments are a minimum of 0.5 units unless specific curriculum warrants fewer hours, in which case the minimum is 0.25 units.

The ratios of in-class to outside-of-class hours for each type of academic activity shall be determined as follows:

<b>Instructional Method</b>	<b>In-class Hours</b>	<b>Outside-of-class Hours</b>
Independent	0	51
Lecture	17	34
Activity	34	17
Laboratory	51	0

Calculations for short term and extended term courses will follow the same total hour calculations above.

The criteria for determining appropriate instruction methods shall be made in accordance with established curricular policies:

Independent (0 in : 3 out)

- No scheduled class hours but district supported guidance and feedback is required. Since online courses require regular and effective instructor initiated contact, this method cannot be used for courses approved for the online modality and the online modality cannot be requested for courses with independent only credit hours.

Lecture (1 in : 2 out)

- No pedagogical constraints on the delivered version of the course outline of record within the confines of the negotiated contracts.
- Dense instruction designed to give the students one hour interacting directly with instructor created content; students then spend 2 hours finishing the activities unsupervised to attain the learning objectives.

Activity (2 in : 1 out)

- An event or series of events designed for the student to spend time-on-task for the in class portion of the units using technology or pedagogical tools common to most disciplines on campus.
- Designed for all students to participate the whole duration of the activity and then spend 1 hour outside of class for every two spent under the direct supervision of an instructor.

Laboratory (3 in : 0 out)

- An event or series of events designed for the student to complete an instructional task.
- Labs are designed to be finished by all students during the time scheduled for the event but students may leave when the job is done. Accepted lab design will have some students requiring the whole time to complete the task.
- Requires a designated space and equipment not in common usage on the campus and often a designated technician to maintain the space and/or equipment used.

Title 5 (§55256.5) provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit. Increments less than 1 unit are not allowed.

To monitor for compliance with state and local regulations related to credit hour calculations, the President, Vice President of Instruction, Academic Senate President, and the Curriculum Chair shall annually certify to the Chancellor's office compliance with the following for credit courses:

- The Curriculum Committee and the district governing board have approved each credit course pursuant to title 5 section 55002.5 and the Chancellor's Office Program and Course Approval Handbook
- The college promptly reports all credit courses approved by the district governing board to the Chancellor's Office Curriculum Inventory and Management Information Systems
- College personnel involved in the credit course approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations and local policies applicable to the approval of credit courses