



10/17/2024

To: California Community Colleges Chancellor's Office
From: Cañada College Office of Instruction

Attached, please find the Annual Curriculum Approval Certification Form for Cañada College in addition to the local governing board policy that defines the standards for credit hour calculations.

Thank you.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.12**

**BOARD POLICY
San Mateo County Community College District**

<u>Subject:</u>	6.12 Definition of Credit Courses
<u>Revision Date:</u>	11/12
<u>Policy References:</u>	Education Code Sections 70901(b), 70902(b) and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965; 34 Code of Federal Regulations Sections 600.2, 600.24, 603.24 and 668.8

1. Criteria for credit courses in the San Mateo County Community College District shall be the following:
 - a. The course shall be taught by a faculty member who meets the minimum qualifications for that discipline.
 - b. The course shall be recommended by the college curriculum or instruction committee and approved by the Board of Trustees. Individual degree-applicable credit courses offered as part of an educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.
 - c. The course shall be designed to meet a common set of instructional objectives and shall treat the subject matter with a scope and intensity that requires students to study outside of class time.
 - d. The course shall provide for measurement of student performance based on stated course objectives and uniform grading standards and culminates in a permanently recorded grade.
 - e. The course units of credit shall be based on a pre-specified relationship between the number of units and hours, the type of instruction, and performance criteria. (Title 5, Section 55002.5)
 - f. Units earned in the course shall be applicable toward an A.A./A.S. degree, although a limit may be placed on the number of units acceptable from a single category; or shall be a part of an approved career technical certificate program, or the course can be used as an elective for initial entry into a career or lead to the upgrading of skills within the career; or be designated as a non-degree applicable credit course as defined by Education Code and Title 5.
 - g. Students enrolled in the course shall be registered in the College.
 - h. The course outline of record shall be available in the official files. That outline shall specify unit value; expected contact hours; prerequisites, co-requisites, or advisories; catalog description; objectives and scope of content in terms of a specific body of knowledge; and methods of determining whether those objectives have been met.

6.12 Definition of Credit Courses (continued)

- i. The number of semesters for which a credit course may be designated as "may be repeated for credit" shall conform to Education Code and Title 5.
 - j. Credit courses must meet Education Code and Title 5 requirements.
2. Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts. The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.
3. Credit courses shall be administered through the Office of Instruction at each College.

San Mateo County Community College District
Hours/Units Language for Curriculum Handbooks

The Colleges of the San Mateo County Community College District (SMCCCD) have aligned their practice regarding credit hour calculations in accordance with California Community Colleges Chancellor's Office *Hours and Units Calculations* document (October 2015).

1. Credit Hour Calculations

Colleges within the San Mateo County Community College District (SMCCCD) follow the standards for credit hour calculations outlined in Title 5 §§55002.5, 55002(a)(2)(B), and 55002(b)(2)(B) and guidelines set forth by the California Community Colleges Chancellor's Office (CCCCO) for courses not classified as cooperative work experience. As outlined by the CCCCCO in its Hours and Units Calculations Memo (October 2015), the total of all student learning hours for a course (in-class lecture, lab, activity, clinical, TBA + outside-of-class hours) is divided by the hours-per-unit divisor to give the units of credit for a course:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor}} = \text{Units of Credit}$$

California Community Colleges Chancellor's Office Hours and Units Calculations Memo, October 2015

For colleges in the SMCCCD, the hours-per-unit divisor used in this calculation is 48-54. As a result, a course of a given unit value will have a range of total student learning hours, expressed as a minimum and maximum. The minimum and maximum hours associated with that course will be listed on the Course Outline of Record (COR) (e.g., a 1-unit course will be listed as having a minimum of 48 student learning hours hours and a maximum of 54 student learning hours per semester). Courses in the SMCCCD are required to remain within the student learning hours range listed on the COR.

For examples of the student learning hours ranges associated with each unit level, please refer to the Appendix.

2. Instructional Categories

Courses offered at colleges in the SMCCCD fall into 2 instructional categories: lecture and laboratory. The ratio of in-class to outside-of-class hours per unit of credit for each of these instructional categories is as follows:

Instructional Category	In-class hours/unit	Outside-of-class and/or TBA hours/unit
Lecture	1	2
Laboratory	3	0

Outside-of-class hours can also be offered as To Be Arranged (TBA) hours, and these count toward the total student learning hours for the course.

3. Unit Increments Issued

Colleges within the SMCCCD award units in 0.5-unit increments.

4. Cooperative Work Experience

Colleges in the SMCCCD award units for cooperative work experience according to CCCCO guidelines. 75 hours of paid work or 60 hours of non-paid work is equal to 1 unit of semester credit.

References

California Community Colleges Chancellor's Office (October 2015) *Hours and units calculations*. Retrieved from <http://extranet.cccco.edu/Portals/1/AA/Credit/2015/HoursandUnitsCalculationsforCreditCoursesInstructions.pdf>

Walker, P.D. (October 2015) *Policy change for hours and units calculations for credit courses*. Retrieved from http://extranet.cccco.edu/Portals/1/AA/Credit/2015/AA-26_PolicyChange_HoursandUnitsCalcsCreditCoursesMemo.pdf



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

LECTURE/LAB MINIMUM/MAXIMUM HOURS PER FLC

LECTURE UNITS	FLC's (see note below)	FTE	Minimum Hours (@ 16 hours)	Maximum Hours (@ 18 hours)
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FLC's= Total minimum hours ÷ 16 weeks

0.5	0.5	FLC's	0.03	8	to	9	Hours
1.0	1.0	FLC's	0.07	16	to	18	Hours
1.5	1.5	FLC's	0.10	24	to	27	Hours
2.0	2.0	FLC's	0.13	32	to	36	Hours
2.5	2.5	FLC's	0.17	40	to	45	Hours
3.0	3.0	FLC's	0.20	48	to	54	Hours
3.5	3.5	FLC's	0.23	56	to	63	Hours
4.0	4.0	FLC's	0.27	64	to	72	Hours
4.5	4.5	FLC's	0.30	72	to	81	Hours
5.0	5.0	FLC's	0.33	80	to	90	Hours

LAB UNITS	FLC's (see note below)	FTE	Minimum Hours (@ 48 hours)	Maximum Hours (@ 54 hours)
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FLC's= Total minimum hours x FLC's/hour ÷ 16 weeks

**See Faculty Load Credit Allocation, Appendix F of Faculty Contract.

LAB (@.7)							
0.5	1.05	FLC's	0.07	24	to	27	Hours
1.0	2.10	FLC's	0.14	48	to	54	Hours
1.5	3.15	FLC's	0.21	72	to	81	Hours
2.0	4.20	FLC's	0.28	96	to	108	Hours
2.5	5.25	FLC's	0.35	120	to	135	Hours

LAB (@.75)							
0.5	1.13	FLC's	0.08	24	to	27	Hours
1.0	2.25	FLC's	0.15	48	to	54	Hours
1.5	3.38	FLC's	0.23	72	to	81	Hours
2.0	4.50	FLC's	0.30	96	to	108	Hours
2.5	5.63	FLC's	0.38	120	to	135	Hours

LAB (@.8)							
0.5	1.20	FLC's	0.08	24	to	27	Hours
1.0	2.40	FLC's	0.16	48	to	54	Hours
1.5	3.60	FLC's	0.24	72	to	81	Hours
2.0	4.80	FLC's	0.32	96	to	108	Hours
2.5	6.00	FLC's	0.40	120	to	135	Hours