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## **District Technical Review Workgroup - Instructional (DTRW-I)**

### **AGENDA**

**January 12, 2016 - 1:00 – 3:00 p.m.; Extended meeting combined with DTRW-SS 2:30-4 pm**

**DAC Lakin Boardroom**

- **Approval of December 8, 2016 Meeting Notes**
- **Curriculum Submissions**

#### **MOORPARK COLLEGE**

No submission

#### **OXNARD COLLEGE**

No submission

#### **VENTURA COLLEGE**

No submission

#### **CURRENT BUSINESS:**

- DTRW-I Charge document – N. Brown
- Review of BP/AP for co-meeting with DTRW-SS (see attachment) Time Certain 2:30-4 pm
  - AP/BP 4230 – Grading and Academic Records Symbols
  - AP/BP 4235 – Credit by Examination
  - AP/BP 4231 – Grade Changes
  - AP/BP 4232 – Pass/ No Pass
- BP/AP 4020 (see attachments) – R. Post
- Updates to AP 7211 - (Disciplines Unique to a College) (see attachment)- A. Kolesnik
- BP 4235 – Advanced Placement (see attachment) – T. Brabander
- Comparable/Parallel Courses – Articulation Officers
- New Unit Calculation (see attachment; Chancellor's Office Memo – Oct 2015)- M. Bowen
- Discipline Minimum Qualifications Process - A. Kolesnik
- AP 4022 Course Approvals (see attachments)
- Future Agenda Items (standing item)

**Next Meeting Date:** February 9, 2017 – DAC Lakin Boardroom



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ITEMS IN RESERVE:

- Military Credit Discussion (February)
- BP/AP applicable to DTRW-I (Spring)
- Articulation with Adult Education – Articulation Officer (Spring)
- TAG Agreements/Current Articulation Agreements
- Non-credit BP
- Corrected AP 4025: Discussion of 5<sup>th</sup> exception for programs that are both CTE and Transfer to the District General Education pattern (see minutes from 10/13/2016)

Ventura County Community College District

2016-2017 Academic Year  
**District Technical Review Workgroup – Instructional (DTRW-I)**  
**Meeting Notes---DRAFT**  
**Thursday, December 8, 2016 - 1:00 p.m. – 3:00 p.m.**

**Members:** Chancellor's Designee: Kim Hoffmans, Chair (VC)  
Faculty Co-Chair: Nenagh Brown (MC)  
Executive Vice President and Vice Presidents: Julius Sokenu (Interim MC), Kimberly Hoffmans (VC)  
Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)  
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)  
Academic Senate Presidents: Linda Kama'ila (OC), Nenagh Brown (MC), Alex Kolesnik (VC)  
Policy and Administrative Procedures:

**Guests:** n/a

**Absent:** Shannon Davis, Michael Bowen, Rick Post

**Recorder:** Sarah Ayala

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Approval of October 13, 2016 Meeting Minutes</b>	K. Hoffmans welcomed everyone and the meeting commenced at 1:08 pm  The 11/10/16 meeting notes were approved with minor corrections.			
<b>CURRICULUM SUBMISSIONS</b>				
<b>New Degrees/Courses/Revised Courses</b>	<b>Curriculum Submissions:</b>			
<b>Moorpark/Oxnard/Ventura Submissions</b>	<b><u>MOORPARK COLLEGE</u></b> <b>New Courses</b> BUS M140 Business Information Systems, 3 CJ M08 Constitutional Law, 3			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>COMM M01H Honors: Public Speaking, 3  COUN M05 College Strategies, 3  FTVM M92A Television Studio Portfolio, 2  FTVM M92B Television Studio Portfolio II, 2</p> <p><b>Revised Courses</b>  ENGL M14 Introduction to Poetry, 3  ENGL M40 Children's Literature, 3  ENGL M47 Literary Magazine Publication, 3  FTVM M90A Film /Television Portfolio I, 3  FTVM M90B Film /Television Portfolio II, 3</p> <p><b>New Programs/Degrees</b>  Design Fundamentals Proficiency Award, 9  Studio Lighting Proficiency Award, 7</p> <p><b>Group Recommendation:</b> <i>For pre-requisites, include "or higher" with list</i></p> <p><i>New Courses: CJM08: add "Introduction to" to title. Add CJ M01H to recommended preparation.</i></p> <p><i>Revised Courses: English M14 and M47: missing "L" in abbreviation</i></p> <p><i>FTVM M92B: Add "Applies to Associate's Degree" to description, and check units against those in FTVM M92A</i></p> <p><i>ENGL M40: should not be included in the submission. Disregard</i></p> <p><i>Check units on FTVM M90A and FTVM M90B</i></p> <p><i>Design Fundamentals Proficiency Award: change "student" to "students" and remove "the" before in both instances.</i></p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><b>FINAL RECOMMENDATION:</b> <i>These new and revised courses and new programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><b><u>OXNARD COLLEGE</u></b></p> <p><b>New Courses</b> GEOL R101L Historical Geology Laboratory, 1</p> <p><b>Deleted Programs</b> PA in Extended Fire Technology Education</p> <p><b>FINAL RECOMMENDATION:</b> <i>This new course will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p> <p><b><u>VENTURA COLLEGE</u></b></p> <p><b>New Programs/Degrees/Certificates</b> Diesel Mechanics – A.S, 37 Diesel Engine Repair – CoA, 20 Medium and Heavy Duty Vehicle Repair – CoA, 17</p> <p><i>Recommendation:</i> Change title of AS to "Diesel Mechanics" Remove "immediate" and "Ventura County" on narrative. (Similar changes needed on CoAs) COA Diesel Engine Repair: change "Inspection" to "inspection", remove text before total units line. COA Heavy Duty: Remove "total units..." line, remove text before last total units line</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<b>FINAL RECOMMENDATION:</b> <i>This new program and certificates will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i>			
<b>CURRENT BUSINESS</b>				
<b>New DTRW-I Workgroup Goals/Objectives for 2016-2017</b>	<p><i>Nenagh – added things from last meeting's discussion to the attachment.</i></p> <ol style="list-style-type: none"> <li><i>1. Share curriculum best practices</i></li> <li><i>2. Make recommendations for consistency in curriculum where appropriate, such as language, value and format.</i></li> <li><i>3. Comply with current State curriculum policies and standards</i></li> <li><i>4. Review and make recommendations on relevant District BPs and APs</i></li> </ol>			
<b>Making Decisions (N. Brown)</b>	<i>Group discussed charge and made changes. Nenagh to bring back at next DTRW-I meeting for one more reading.</i>			
<b>Volunteers for BP/AP Review (K. Hoffmans)</b>	<p>VC: 4230 (Alex), 4235 (Thao)</p> <p>OC: 4231</p> <p>MC: 4232</p>	<i>Sarah to email members their documents to review.</i>		
<b>BP/AP 4020 (R. Post)</b>	<i>Item not discussed</i>			
<b>Updated to AP 7211 (A. Kolesnik)</b>	<i>Item not discussed</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>BP 4235 – Advanced Placement (T. Brabander)</b>	<i>Item not discussed</i>			
<b>Comparable/Parallel Courses (Articulation Officers)</b>	<i>Item not discussed</i>			
<b>New Unit Calculation (M. Bowen)</b>	<i>Item not discussed</i>			
<b>Discipline Minimum Qualifications (A, Kolesnik)</b>	<i>Item not discussed</i>			
<b>AP 4022 Course Approvals</b>	<i>Item not discussed</i>			
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>January agenda: VC's process on placing courses into disciplines. Alex/Kim</li> <li>Lunch meetings possibly next year to get through agenda items.</li> </ul>			
<b>Adjournment</b>	<i>K. Hoffmans adjourned the meeting at 3:02 pm</i>			
<b>Next Meeting Date:</b>	<i>January 12, 2017 – 1 pm, DAC Lakin Boardroom Submission deadline: January 6, 2017</i>			

BP/AP Title		College	Month	Complete	Notes
BP/AP	3200: Accreditation				
BP/AP	3500: Campus Safety				
BP	3503: Animals on Campus				
BP/AP	3504: Children on Campus				
BP/AP	3505 Emergency Response Plan				
BP/AP	4010: Academic Calendar				
BP/AP	4020: Program, Curriculum, and Course Development	DAC	Dec.		
AP	4021: Program Discontinuance				
BP/AP	4025: Philosophy and Criteria for Associate Degree and General Educati	Ventura	Nov.	X	
AP	4026: Philosophy and Criteria for International Education				
BP/AP	4030: Academic Freedom				
BP/AP	4040: Library and Other Instructional Support Services				
BP/AP	4060: Delineation of Functions Agreements				
BP/AP	4070: Auditing and Auditing Fees				
BP/AP	4101: Independent Study				
AP	4102: Career Technical Education Programs				
BP/AP	4103: Work Experience				
BP/AP	4104: Contract Education				
BP/AP	4106: Nursing Program				
BP/AP	4110: Honorary Degrees				
BP/AP	4220: Standards of Scholarship				
BP/AP	4222: Remedial Coursework	DAC	Dec./Jan.		
BP/AP	4226: Multiple and Overlapping Enrollments				
AP	4230: Grading and Academic Record Symbols		Jan		combined with DTRW-SS
AP	4231: Grade Changes				combined with DTRW-SS
BP/AP	4232: Pass /No Pass				combined with DTRW-SS
AP	4235: Credit by Examination	Ventura	Dec.		combined with DTRW-SS
BP/AP	4250: Probation				
AP	4255: Disqualification and Dismissal				
BP/AP	4400: Community Services Programs				
BP/AP	4610: Instructional Service Agreements				





Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT
Number	BP 4020
Status	Active
Legal	<a href="#"><u>ACCJC Accreditation Standards II.A and II.A.9</u></a> <a href="#"><u>34 Code of Federal Regulations 600.2, 602.24, 603.24, 668.8</u></a> <a href="#"><u>California Education Code, Section 66700</u></a> California Education Code, Section 70901(b), 70902(b) California Education Code, Section 78016 Title 5, Section 51000 Title 5, Section 51022 <a href="#"><u>Title 5, Section 55001</u></a> Title 5, Section 55100 Title 5, Section 55130 Title 5, Section 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, as amended
Adopted	February 16, 2006
Last Revised	September 9, 2014

The programs and courses of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor, in consultation with the Academic Senates, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate
- in all processes; Regular review and justification of programs

and course descriptions;

- Opportunities for training for persons involved in aspects of curriculum
- development; and Consideration of job market and other related information for vocational and occupational programs.

All new courses and programs, courses and programs with substantial revisions, and program deletions must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

All new courses and programs with substantial revisions, shall be submitted to the California Community Colleges Chancellor's Office (CCCCO) for approval as required.

Board approved Proficiency Awards, which are non-transcripted, do not require submission to and approval by the CCCCCO.

### **Credit Hour**

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 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 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.

See [Administrative Procedure 4020](#).



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT
Number	AP 4020
Status	Active
Legal	<a href="#">California Education Code, Section 78016</a> <a href="#">California Education Code, Sections 70901, 70902(b)</a> <a href="#">ACCJC Accreditation Standard II.A</a> <a href="#">Title 5, Section 51021, 51022</a> <a href="#">Title 5, Sections 55000 et seq.</a> <del><a href="#">Title 5, Section 55001</a></del> <del><a href="#">Title 5, Section 55002.5</a></del> <a href="#">Title 5, Sections 55100 et seq.</a> <del><a href="#">Title 5, Section 55100</a></del> <del><a href="#">Title 5, Section 55130</a></del> <del><a href="#">Title 5, Section 55150, 55150.5</a></del> <a href="#">Title 5, Section 58023</a> <a href="#">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, as amended</a>
Adopted	May 12, 2009
Last Revised	September 9, 2014

### **College Curriculum Committees**

All curriculum shall be initiated by the faculty at each college. The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The faculty, acting through discipline areas within the academic divisions and through each college's Curriculum Committee, a sub-committee of their Academic Senate, shall be responsible for instructional program and curriculum development.

All new instructional program proposals shall be evaluated for appropriateness to the mission of the college, adherence to all Title 5 Regulations, and will be designed so that successful completion of the program requirements will enable students to fulfill the program goal and objectives.

Approval of new courses, modifications to existing courses, new programs and modifications to existing programs rests first with each college's Curriculum Committee that includes representation from appropriate segments of faculty, administrators, and students.

Courses and instructional programs are reviewed and updated by faculty in the discipline area regularly. This review occurs, at a minimum, every five years for all courses and instructional programs and every two years for

career technical education (CTE) courses and instructional programs. Courses and instructional programs are reviewed for their relevance, appropriateness to mission, achievement of learning objectives, currency and potential for future needs.

Nothing in this AP shall preclude Curriculum Committees from reviewing courses on a more frequent basis in order to meet legally mandated changes or to reflect the input of advisory committees or for other reasons related to the maintenance of high quality curriculum.

The following criteria will be reviewed in regards to course offerings:

- A. Title and course number
- B. Hours
- C. Units
- D. Prerequisites/co-requisites/advisories on recommended preparation
- E. Limitations on enrollment
- F. Repeatability
- G. Credit basis
- H. Degree and/or transfer applicability
- I. Catalog description
- J. Field trips
- K. Course content
- L. Course Objectives
- M. Distance education
- N. Minimum qualifications
- O. Methods of instruction
- P. Methods of evaluation
- Q. Textbooks

### **Relationship of Hours to Units**

In determining the number of units to be awarded for courses, colleges must consider total lecture, outside study, and/or laboratory hours. The combination of these hours is referred to as “student learning hours.” A course for which three units is awarded may meet four hours a week over a semester and still be in compliance with Title 5 Regulations (55002.5) if it is assumed that the increased classroom time serves to decrease outside study time. Thus, a course that seemingly meets for more hours per week than the units awarded may be in compliance, as opposed to a course that simply requires an excess of total classroom hours for the units awarded.

- One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system.
- A course requiring 96 hours or more of lecture, study, or laboratory work at colleges operating on the semester system shall provide at least 2 units of credit.
- The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.
- Colleges of the District may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory work in increments of less than one half unit.

Consistent with federal regulations applicable to federal financial aid and eligibility the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

**For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:**

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **District Technical Review Workgroup – Instructional (DTRW-I)**

The VCCCD Decision Making Handbook prescribes the membership and responsibility of District Technical Review Workgroup - Instructional (DTRW-I). DTRW-I serves in an advisory capacity and makes appropriate recommendations on curricular and other related matters.

All new and substantially revised courses and instructional programs and deleted instructional programs approved by the College Curriculum Committees are forwarded to the District Technical Review Workgroup (DTRW-I) for legal compliance review.

### **Board of Trustees Program and Curriculum Approval**

The Board of Trustees must approve all new and substantially revised courses and instructional programs, and deleted programs. Once approved by the Board of Trustees, new and substantially revised courses and instructional programs, and deleted instructional programs must be sent to the California Community College Chancellor's Office for final approval.

### **Maintenance of Records**

- A Course catalog and inventory is maintained in the District's Banner Information System which serves as the reporting mechanism to the California Community College Management Information System (MIS). The Course Outline of Record (COR) and program requirements are maintained in the District Colleges' CurricuNET system. All approved courses and programs are also maintained in the California Community College Curriculum Inventory. The College Catalog, in both print and electronic formats, is the official publication of college curriculum. The Schedule of Classes serves as the semester record of courses offered.

Ventura County Community College District  
Disciplines Unique to a College  
Spring 2017

Course Abbreviation (College)	Title (College)	Discipline/MQ (other areas included in the discipline) (State)
Moorpark College		
EATM	Exotic Animal Training and Management	Animal Training and Management (Exotic animal training)
FILM	Film Studies	Film Studies
GR	Graphic Design	Graphic Arts (Desktop publishing)
HUM	Humanities	Humanities
JOUR	Journalism	Journalism
OPTI	Optical Technology	Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.
RADT	Radiologic Technology	Radiological Technology
Oxnard College		
AB	Automotive Body and Fender Repair	Auto Body Technology (Antique and classic auto restoration)
ADS	Addictive Disorders Studies	Addiction Paraprofessional Training
CRM	Culinary Arts & Restaurant Management	Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending) Restaurant Management (two separate MQs)
DA and DH	Dental Technology* (*Dental Assisting and Dental Hygiene)	Dental Technology (Dental assisting, dental hygiene)
ENVT	Environmental Control Technology	Air Conditioning, Refrigeration, Heating (Solar energy technician)
FT	Fire Technology	Fire Technology
HM	Hospitality Management	Hotel and Motel Services
MST	Marine Studies	Biological Sciences, or Ecology, or Earth Science (depending on the course)
PLS	Paralegal Studies	Legal Assisting (Paralegal)
SJS	Social Justice Studies	Anthropology, or Communication Studies, or Economics, or Ethnic Studies, or Geography, or History, or Political Science, or Sociology, or Women's Studies (depending on the course; interdisciplinary discipline)
URBS	Urban Studies	Anthropology, or Geography, or History, or Political Science, or Sociology (interdisciplinary discipline)

Ventura County Community College District  
Disciplines Unique to a College  
Spring 2017

Course Abbreviation (College)	Title (College)	Discipline/MQ (other areas included in the discipline) (State)
Ventura College		
AG	Agriculture	Agriculture, Agriculture Science, Education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science)
ARCH	Architecture	Architecture
CT	Construction Technology	Construction Technology
DRFT	Drafting	Drafting CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)
MT	Manufacturing Technology	Manufacturing Technology (Quality control, process control)
WEL	Welding	Welding
WS	Water Science	Environmental Technologies (Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment)

## College Credit for Advanced Placement Tests

Students may earn credit for College Examination Board (CEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE Breadth, and AA general education (GE) and /or major requirements. Students must have the CEB send AP official results to the Admission and Records Office (hand-carried copies will not be accepted). Course credit and units granted at Ventura College (VC) may differ from course credit and units grant by an accepting institution.

AP Exam	Minimum Passing Score	AA/AS Ventura College (VC) GE Area Units	Semester Units for VC Associate Degree (including GE)	American Institutions and/or GE Breadth Area+	Minimum Semester Credits Earned*	Semester Credits Toward CSU GE Breadth Certification	Removal Date for GE Breadth~	IGETC Area	Semester Units/ Quarter Units Earned	Total UC-Units Earned Toward Transfer
Art History**	3	Area C Humanities/ ART V02A	3 - 6	C1 or C2	6	3		3A or 3B**	3	8 quarter units/5.3 semester units
Biology	3	Area A1 Biological Sciences/ BIOL V01 & V01L	4 - 6	B2 and B3	6	4		5B and 5C	4	8 quarter units/5.3 semester units
Calculus AB#	3	Area D2 Language and Rationality/ MATH V20 OR MATH V21A	3 - 6	B4	3	3		2A	3	4 quarter units/2.7 semester units. (8 quarter unit/5.3 semester units maximum for both passed exams)
Calculus BC#	3	Area D2 Language and Rationality/ MATH V21A OR MATH V21B	3 - 6	B4	6	3		2A	3	8 quarter units/5.3 semester units. (8 quarter unit/5.3 semester units maximum for both passed exams)
Calculus BC / AB subscore	3	Area D2 Language and Rationality/ NA	na	B4	6	3		2A		4 quarter units/2.7 semester units
Chemistry	3	Area A2 Physical Sciences/ CHEM V20 & CHEM V20L OR CHEM V01 & V01L	4 - 6	B1 and B3	6	6	F09	5B and 5C	4	8 quarter units/5.3 semester units
Chemistry	3	Area A2 Physical Sciences/ CHEM V20 & CHEM V20L OR CHEM V01 & V01L	4 - 6	B1 and B3	6	4		5A and 5C	4	8 quarter units/5.3 semester units
Chinese Language & Culture	3	Area C2 Humanities/ na	3 - 6	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Comparative Government & Politics	3	Area B2 Social and Behavioral Studies/ POLS V02	3 - 3	D	3	3		4	3	4 quarter units/2.7 semester units
Computer Science A#	3	Area D2/ CS V40, V11, V13, V15, V17, V19, or V30	4 - 4	N/A	3	0				2 quarter units/1.3 semester units (4 quarter unit/2.7 semester unit maximum for both Computer A and Computer Science AB Exam)
Computer Science AB#	3	Area D2/ CS V40, V11, V13, V15, V17, V19, or V30	4 - 4	N/A	6	0				4 quarter units/2.7 semester units (4 quarter unit/2.7 semester unit maximum for both Computer A and Computer Science AB Exam) (Computer AB is no longer offered)
English: Language and Composition	3	Area D1 Language and Rationality/ ENGL V01A	3 - 6	A2	6	3		1A	3	8 quarter units/5.3 semester units (8-unit maximum for both passed exams)
English: Literature and Composition**	3	Area D1 AND D2 Language and Rationality/ ENGL V01A OR ENGL V01B	3 - 6	A2 and C2	6	6		1A or 3B**	3	8 quarter units/5.3 semester units (8-unit maximum for both passed exams)
Environmental Science@	3	Area AS Natural Sciences/ ESRM V02	4 - 4	B2 and B3	4	4	F09	5A (with lab)	3	4 quarter units/2.7 semester units
Environmental Science@	3	Area AS Natural Sciences/ ESRM V02	4 - 4	B1 and B3	4	4		5A and 5C	3	4 quarter units/2.7 semester units
History* - European	3	Area B2 Social and Behavioral Science or Area C2 Humanities/ HIST V01A OR HIST V01B	3 - 6	C2 or D	6	3		3B or 4	3	8 quarter units/5.3 semester units
French Language	3	Area C2 Humanities/ FREN V01	3 - 6	C2	6	6	F09	3B and 6A	3	8 quarter units/5.3 semester units
French Language	3	Area C2 Humanities/ FREN V01	3 - 6	C2	6	3	F11	3B and 6A	3	8 quarter units/5.3 semester units
French Language and Culture	3	Area C2 Humanities/NA	na	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
French Literature	3	Area C2 Humanities/ FREN V03	3 - 6	C2	6	3	F09	3B and 6A	3	8 quarter units/5.3 semester units
German Language	3	Area C2 Humanities/ NA	3 - 6	C2	6	6	F09	3B and 6A	3	8 quarter units/5.3 semester units
German Language	3	Area C2 Humanities/ NA	3 - 6	C2	6	3	F11	3B and 6A	3	8 quarter units/5.3 semester units
German Language and Culture	3	Area C2 Humanities/ NA	na	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Human Geography	3	Area B2 Physical Sciences/ GEOG V02	3 - 3	D	3	3		4	3	4 quarter units/2.7 semester units
Italian Language & Culture	3	Area C2 Humanities/ NA	na	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Japanese Language & Culture	3	Area C2 Humanities/ NA	na	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Latin Literature	3	Area C2 Humanities/ NA	3 - 6	C2	6	3	F09	3B and 6A	3	4 quarter units/2.7 semester units
Latin	3	Area C2 Humanities/ NA	3 - 6	C2	6	3		3B and 6A	3	4 quarter units/2.7 semester units



AP Exam	Minimum Passing Score	AA/AS VC GE Area Units	Semester Units for VC Associate Degree (including GE)	American Institutions and/or GE Breadth Area+	Minimum Semester Credits Earned*	Semester Credits Toward CSU GE Breadth Certification	Removal Date for GE Breadth~	IGETC Area	Semester Units/ Quarter Units Earned	UC-Units Earned Toward Transfer
Latin Vergil	3	Area C2 Humanities/ NA	3 - 6	C2	3	3	F12	3B and 6A	3	4 quarter units/2.7 semester units
Economics: Macroeconomics	3	Area B2 Social and Behavioral Science/ ECON V01A	3 - 3	D	3	3		4	3	4 quarter units/2.7 semester units
Economics: Microeconomics	3	Area B2 Social and Behavioral Science/ ECON V01B	3 - 3	D	3	3		4	3	4 quarter units/2.7 semester units
Physics 1>	3	Area A2 Physical Sciences/NA	3 - 6	B1 and B3	4	4		5A and 5C	4	8 quarter units/5.3 semester units. (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Physics 2>	3	Area A2 Physical Sciences/NA	3 - 6	B1 and B3	4	4		5A and 5C	4	8 quarter units/5.3 semester units. (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Physic B>	3	Area A2 Physical Sciences/ PHYS V02A AND V02AL	5 - 5	B1 and B3	6	6	F09	5A and 5C	4	8 quarter units/5.3 semester units. (Physics B is replaced by Physics 1 & 2 2014-15). (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Physic B>	3	Area A2 Physical Sciences/ PHYS V02A AND V02AL	5 - 5	B1 and B3	6	4	F13	5A and 5C	4	8 quarter units/5.3 semester units. (Physics B is replaced by Physics 1 & 2 2014-15). (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Physics C Electricity/Magnetism>	3	Area A2 Physical Sciences/ PHYS V05 AND V05L	5 - 5	B1 and B3	4	4		5A and 5C	3	4 quarter units/2.7 semester units. (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Physics C Mechanics>	3	Area A2 Physical Sciences/ PHYS V04 AND V04L	3 - 5	B1 and B3	4	4		5A and 5C	3	4 quarter units/2.7 semester units. (8 quarter units/5.3 semester unit maximum for all passed PHYS exams).
Psychology	3	Area B2 Social and Behavioral Science/PSY V01	3 - 3	D	3	3		4	3	4 quarter units/2.7 semester units
Spanish Language	3	Area C2 Humanities/ SPAN V01 OR V02	3 - 6	C2	6	6	S14		N/A	No longer offered
Spanish Language and Literature	3	Area C2 Humanities/ NA	3 - 6	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Spanish Literature	3	Area C2 Humanities/SPAN V03	3 - 6	C2	6	6	S13	3B and 6A	3	8 quarter units/5.3 semester units
Spanish Literature and Culture	3	Area C2 Humanities/ NA	na	C2	6	3		3B and 6A	3	8 quarter units/5.3 semester units
Statistics	3	Area D2 Language and Rationality/ MATH V44	4 - 4	B4	3	3		2	3	4 quarter units/2.7 semester units
Art Studio: 2-D Design<	3	Area C1 Fine/ Performing Arts/ART V11A	3 - 6	N/A	3	0		N/A	3	8 quarter units /5.3 semester units. 8 quarter units/ 5.3 semester units for all three passed exams.
Art Studio: 3-D Design<	3	Area C1 Fine/ Performing Arts/ ART V19	3 - 6	N/A	3	0		N/A	3	8 quarter units/5.3 semester units. 8 quarter units/ 5.3 semester units for all three passed exams.
Art Studio: Drawing<	3	Area C1 Fine/ Performing Arts/ ART V12A	3 - 6	N/A	3	0		N/A	3	8 quarter units/5.3 semester units. 8 quarter units/ 5.3 semester units for all three passed exams.
Government & Politics - US	3	Area B2 Social and Behavioral Studies/ POLS V01	3 - 3	D + US-2	3	3		4 and US 2	3	4 quarter units/2.7 semester units
History** - US	3	Area B2 Social and Behavioral Science or Area C2 Humanities/ HIST V07A OR V07B	3 - 6	C2 or D and US-1	6	3		(3B or 4**) and US1	3	8 quarter units/5.3 semester units
History** - World	3	Area B2 Social and Behavioral Science or Area C2 Humanities/ HIST V18A OR V18B	3 - 6	C2 or D	6	3		3B or 4*	3	8 quarter units/5.3 semester units

(\*) These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth Area. See EO 1036 and 1100 for details.

(\*\*) AP exams may be used in either area regardless of where the certifying VC's discipline is located.

(+) Areas of GE Breadth (A1 through E) are defined in EO 1100. Areas of American Institutions (US-1 through US3) are set forth in Section IA and IB of EO 1061, and at assist.org

(~) Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

(#) If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

(@) Students who pass AP Environment Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1 + B3 or B2 + B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1 + B3.

(>) If a student passess more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth. For IGETC, only 8 quarter units/ 5.3 semester units can be counted toward IGETC for all Physics exams. Physics B is being replaced by Physics 1 & 2 2014-2015.

(<) Maximum 8 units for all three exams.

## College Credit for International Baccalaureate (IB) Examinations

Students may earn credit for IB Higher Level Exams with scores of 5, 6, or 7. IB credit can be used to meet IGETC, CSU GE, and AA/AS General Education (GE). Students must have the International Baccalaureate Organization send the IB official results to the Admission and Records Office (hand-carried copies will not be accepted) for use on the AA/AS or GE patterns. Course credit and units grant at Solano Community College may differ from course credit and units granted by a transfer institution.

yyy	IB Scores	AA/S VC GE Area	Semester Units for VC Associate Degree (including GE)	CSU GE Areas	CSU Semester Units for transfer	IGETC GE Areas	UC Unit Credit for Transfer	UC Limitations toward Credit
Biology HL	5,6,7	Area A1 Natural Sciences	3-6	Area B2 3 units	6	Area 5B 3 units	5.3	The units granted for IB exams are not counted toward the maximum number of credits required for declaration of a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier.
Chemistry HL	5,6,7	Area A2 Natural Sciences	3-6	Area B1 3 units	6	Area 5A 3 units	5.3	
Economics HL <sup>^</sup>	5,6,7	Area B2 Social and Behavioral Studies	3-6	Area D2 3 units	6	Area 4B 3 units	5.3	
Geography HL <sup>^</sup>	5,6,7	Area B2 Social and Behavioral Studies	3-6	Area D5 3 units	6	Area 4E 3 units	5.3	
History (any region) HL	5,6,7	Area B2 Social and Behavioral Studies	3-6	Area C2 or D6 3 units	6	Area 3B or 4F 3 units	5.3	
Language A1 (any language, except English) HL	5,6,7	Area C2 Humanities	3-6	n/a	n/a	Area 3B and 6 3 units	5.3	
Language A2 (any language, except English) HL	5,6,7	Area C2 Humanities	3-6	n/a	n/a	Area 3B and 6 3 units	5.3	
Language A1 (any language) HL	5,6,7*	Area C2 Humanities	3-6	Area C2 3 units	6	Area 3B 3 units	5.3	
Language A2 (any language) HL	5,6,7*	Area C2 Humanities	3-6	Area C2 3 units	6	Area 3B 3 units	5.3	
Language B (any language) HL	5,6,7*	Area C2 Humanities	3-6	No GE Area	6+	Area 6 3 units	5.3	
Mathematics HL	5,6,7*	Area D2 Communication and Analytical Thinking	3-6	Area B4 3 units	6	Area 2 3 units	5.3	
Physics HL	5,6,7	Area A2 Natural Sciences	3-6	Area B1 3 units	6	Area 5A 3 units	5.3	
Psychology HL <sup>^</sup>	5,6,7	Area B2 Social and Behavioral Studies	3-6	Area D9 3 units	3	Area 4I 3 units	5.3	
Theater HL	5,6,7*	Area C1 Arts	3-6	Area C1 3 units	6	Area 3A 3 units	5.3	

(\*) For CSU, an IB score of 4 or higher may meet this requirement.

(+) The IB curriculum offers language at various levels for neative and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

(<sup>^</sup>) The credit may not be used to fulfill the Area B requirement, but may be used if additional units are needed to meet the minimum 21 units GE requirement.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**DATE:** October 2, 2015

AA 15-26  
**VIA E-MAIL**

**TO:** Curriculum Instructional Officers

**FROM:** Pamela D. Walker  
Vice Chancellor of Educational Services

**SUBJECT: Policy Change for Hours and Units Calculations for Credit Courses**

The Chancellor's Office, in collaboration with the Program and Course Approval (PCAH) Writing Team, has refined the calculations and guidelines for hours and units for credit courses and will be in the forthcoming 6th edition of the PCAH.

Chancellor's Office staff has tested the new formula on credit courses currently in Curriculum Inventory and the calculations are accurate. As of October 5, the Chancellor's Office will be using the new formula for existing credit courses in the queue. However, if the formula does not work for a course then the Chancellor's Office will provide technical assistance as needed with the colleges. As colleges develop courses, please use the new calculations and guidelines for hours and units for credit courses (copy attached).

Please contact Jackie Escajeda, Interim Dean of Curriculum and Instruction at [jescajeda@ccco.edu](mailto:jescajeda@ccco.edu), if you have any questions regarding this memorandum.

cc: Kathleen Rose, SACC  
Erik Shearer, SACC  
Julie Adams, ASCCC  
Elias Regalado, California Community Colleges Chancellor's Office  
AAD Staff, California Community Colleges Chancellor's Office



# California Community Colleges Chancellor's Office

## Hours and Units Calculations

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### I. Standard Formula for Credit Hour Calculations

Standards for credit hour calculations are contained in title 5 §§55002.5, 55002(a)(2)(B), and 55002(b)(2)(B). Courses not classified as cooperative work experience, clock hour, or open entry/ open exit use the following method for calculating units of credit.

Divide the total of all student learning hours (lecture, lab, activity, clinical, TBA, other + outside-of-class hours) by the hours-per-unit divisor, round down to the nearest increment of credit awarded by the college. Expressed as an equation:

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

The result of this calculation is then rounded down to the nearest .5 increment or to the nearest fractional unit award used by the district, if smaller than .5. This formula applies to both semester and quarter credit calculations. While this formula can yield a value below the lowest increment of credit awarded by the college, zero-unit courses are not permissible. The following definitions are used in the application of this formula:

- **Total Contact Hours:** The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- **Outside-of-class Hours:** Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, studio, clinical, practica, TBA, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.

Typically, these ratios are expressed as follows:

Instructional Category	In-class Hours	Outside-of-class Hours
<b>Lecture</b> (Lecture, Discussion, Seminar and Related Work)	1	2
<b>Activity</b> (Activity, Lab w/ Homework, Studio, and Similar)	2	1
<b>Laboratory</b> (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

Other categories or ratios for inside- to outside-of-class hours are possible, but should fall within the parameters for one unit of credit as described above. Standard expectations in higher education for credit hour calculations generally align with the in-class to outside-of-class ratios as described in this table. Deviations from these widely accepted standards, while permitted, can negatively affect course transferability and articulation and should be used with caution. Since TBA hours are required to be listed separately on the COR, any outside-of-class hours expected of students in relationship to TBA contact hours must be included in the total student learning hours for the calculation.

- **Hours-per-unit Divisor:** The value, or value range, used by the college to define the number of hours required to award each unit of credit. This value must be minimum of 48 and maximum of 54 hours for colleges on the semester system and a minimum of 33 and maximum of 36 for colleges on the quarter system. This number represents the total student learning hours for which the college awards one unit of credit. Colleges may use any divisor within this range, but should maintain consistency between the divisor and the dividend. For example, if a college uses the  $51 = 1$  unit calculation to determine the hours of lecture and outside of class work in the dividend, they should use 51 as the divisor. Colleges that indicate the minimum and maximum range of 48 – 54 should show that same range for the dividend in the equation and resulting unit calculation.

Colleges must exercise caution in determining the hours-per-unit divisor for credit hour calculations. Because California finance laws assume that primary terms average 17-weeks on the semester system and 11½ weeks on the quarter system (the two semesters or three quarters equal the traditional 35-week academic year), and because student attendance and related apportionment state compliance auditing is based on the student contact hours delineated in the official COR, the Chancellor’s Office strongly recommends that colleges use the 18-week semester or 12-week quarter as the basis for the student contact hour calculation used in the COR, even if a college has been approved to use a compressed academic calendar. The 18-week semester or 12-week quarter primary term provides the greatest flexibility in terms of contact hours, and colleges do not risk an audit finding for excessive apportionment claims such as they might experience using a 16-week semester basis for the contact-

hour calculation. Additionally, it is also important to note the flexible calendar program is designed around the 35-week traditional academic calendar, so basing contact hour targets around an 18-week semester assures that instructional hours lost to “flex” activities will not result in the district not providing the minimum number of hours required by Title 5, section 55002.5, to award a unit of credit. Colleges using the 48-hour minimum calculation for determining credit hours risk problems with apportionment calculations and audits. Colleges must be specifically authorized by the Chancellor’s Office to use a compressed calendar, which adds further caution to the use of the minimum end of the hour to unit range.

Likewise, the activity or laboratory with homework calculation should be used with caution. In the natural sciences and other disciplines, it is standard practice to base the number of units awarded for laboratory solely on contact hours, even though there may be some expectation of student work or preparation outside of class. Any alteration of this relationship for laboratory courses in the natural sciences and clinical hours in many allied health fields, can jeopardize programmatic accreditation where specific ratios or hours are required for program components or course acceptability in meeting major or general education requirements when transferred to a baccalaureate degree-granting institution. Use of this category should be restricted to only those instructional areas where it is clearly aligned with accepted practices higher education. The term “activity” as used in this context is not intended to limit or define the use of this term locally. Some colleges use this term—and related credit calculations—interchangeably with laboratory.

The Course Outlines of Record for many districts do not specify the outside-of-class hours, relying instead on the assumption of traditional ratios for inside- to outside-of-class hours for lecture, laboratory, or other course formats. In instances where districts only record total contact hours for the course as a whole or in each instructional category on the Course Outline of Record, the course submission must include the expected hours of student work outside of class used to determine total student learning hours for the purposes of credit calculations as described above. The tables on the following pages provide guidance for the expected outside-of-class hours for a wide range of typical credit hour calculations.

## **II. Fractional Unit Awards and Minimum Thresholds**

Title 5 requires colleges to award units of credit in .5 unit increments at a minimum. Calculations for each increment of credit awarded by the college represent the minimum threshold for awarding that increment of credit. Students are awarded the next increment of credit only when they pass the next minimum threshold.

For example, if a course is designed to require 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), the calculation of units works as follows:

$$180 / 54 = 3.33$$

3 units of credit

In this example, the college would not award 3.5 units until the total student learning hours reached the 189-hour minimum threshold for 3.5 units. However, if a college offers credit in .25 increments, this example would yield a 3.25 unit course. Another common example is a course offered for 40 contact hours, with no hours of homework, resulting in 40 total student learning hours. In a district that awards credit in .5 increments,  $40 \text{ total student learning hours} / 54 = .75$ , which meets the minimum threshold for .5 units of credit, but does not pass the minimum threshold for 1 unit of credit. In this example, 40 total student learning hours (36 contact and 4 outside-of-class) would award .5 units of credit. This is similar to grading systems where, for example, a student earns a “B” for any percentage between 80 and 89. The student is only awarded an “A” when they reach the minimum threshold of 90 percent.

### **III. Cooperative Work Experience**

Units for Cooperative Work Experience courses are calculated as follows:

- Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
- Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

### **IV. Clock Hour Courses / Programs**

The definition of a clock hour program and standards for awarding of units of credit for these programs is defined in federal regulations 34 CFR §668.8(k)(2)(i)(A) and 668.8(l), respectively. In this regulation, a program is considered to be a clock-hour program if a program is required to measure student progress in clock hours when:

- Receiving Federal or State approval or licensure to offer the program; or
- Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.

Programs that meet this definition are required to use a federal formula for determining the appropriate awarding of credit that is outlined in 34CFR §668.8(l).

### **V. Local Policy**

Colleges are encouraged to develop local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit. The creation of a standing policy or formal calculation document helps districts fulfill the responsibility of local governing boards under Title 5 §55002 to establish the relationship between units and hours for the local curriculum development and approval process.

## VI. Sample Calculations Tables

The tables on the following pages provide examples of common configurations for credit hour calculations, divided into two sections.

The first section provides tables for three most common ratios of in-class to outside-of-class work as described above for semester calculations. The table on the left provides calculations for the minimum 48 hours = 1 unit of credit. The table on the right provides calculations for the maximum baseline of 54 hours = 1 unit of credit. For colleges that use 51, 52.5 or other intermediate divisors, the same general principle and ratios apply and all calculations should fall between these two number sets. For example, a college using 51 as the divisor would show 3 units of lecture credit as 51 hours of in-class work, 102 hours outside of class for a total of 153 total student learning hours. While these tables are not prescriptive, they are accurate guides for the development of local processes or policy and provide good examples of compliant calculations that are aligned to widely accepted standards for higher education. The second section provides examples of calculation tables in the same format for quarter calculations.



## Section 1: Sample Calculation Tables – Semester Calculations

<b>Lecture</b>	<b>48 = 1 unit</b>			<b>54 = 1 unit</b>		
<b>Units</b>	<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>	<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>
0.50	8	16	24	9	18	27
1.00	16	32	48	18	36	54
1.50	24	48	72	27	54	81
2.00	32	64	96	36	72	108
2.50	40	80	120	45	90	135
3.00	48	96	144	54	108	162
3.50	56	112	168	63	126	189
4.00	64	128	192	72	144	216
4.50	72	144	216	81	162	243
5.00	80	160	240	90	180	270
5.50	88	176	264	99	198	297
6.00	96	192	288	108	216	324
6.50	104	208	312	117	234	351
7.00	112	224	336	126	252	378
7.50	120	240	360	135	270	405
8.00	128	256	384	144	288	432
8.50	136	272	408	153	306	459
9.00	144	288	432	162	324	486
9.50	152	304	456	171	342	513
10.00	160	320	480	180	360	540
10.50	168	336	504	189	378	567
11.00	176	352	528	198	396	594
11.50	184	368	552	207	414	621
12.00	192	384	576	216	432	648
12.50	200	400	600	225	450	675
13.00	208	416	624	234	468	702
13.50	216	432	648	243	486	729
14.00	224	448	672	252	504	756
14.50	232	464	696	261	522	783
15.00	240	480	720	270	540	810
15.50	248	496	744	279	558	837
16.00	256	512	768	288	576	864
16.50	264	528	792	297	594	891
17.00	272	544	816	306	612	918
17.50	280	560	840	315	630	945
18.00	288	576	864	324	648	972

<b>Activity, Lab w/Hmwrk</b>	<b>48 = 1 unit</b>			<b>54 = 1 unit</b>		
<b>Units</b>	<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>	<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>
0.50	16	8	24	18	9	27
1.00	32	16	48	36	18	54
1.50	48	24	72	54	27	81
2.00	64	32	96	72	36	108
2.50	80	40	120	90	45	135
3.00	96	48	144	108	54	162
3.50	112	56	168	126	63	189
4.00	128	64	192	144	72	216
4.50	144	72	216	162	81	243
5.00	160	80	240	180	90	270
5.50	176	88	264	198	99	297
6.00	192	96	288	216	108	324
6.50	208	104	312	234	117	351
7.00	224	112	336	252	126	378
7.50	240	120	360	270	135	405
8.00	256	128	384	288	144	432
8.50	272	136	408	306	153	459
9.00	288	144	432	324	162	486
9.50	304	152	456	342	171	513
10.00	320	160	480	360	180	540
10.50	336	168	504	378	189	567
11.00	352	176	528	396	198	594
11.50	368	184	552	414	207	621
12.00	384	192	576	432	216	648
12.50	400	200	600	450	225	675
13.00	416	208	624	468	234	702
13.50	432	216	648	486	243	729
14.00	448	224	672	504	252	756
14.50	464	232	696	522	261	783
15.00	480	240	720	540	270	810
15.50	496	248	744	558	279	837
16.00	512	256	768	576	288	864
16.50	528	264	792	594	297	891
17.00	544	272	816	612	306	918
17.50	560	280	840	630	315	945
18.00	576	288	864	648	324	972

<i>Lab, Clinical, Activity, etc.</i>	<b>48 = 1 unit</b>			<b>54 = 1 unit</b>		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	24	0	24	27	0	27
1.00	48	0	48	54	0	54
1.50	72	0	72	81	0	81
2.00	96	0	96	108	0	108
2.50	120	0	120	135	0	135
3.00	144	0	144	162	0	162
3.50	168	0	168	189	0	189
4.00	192	0	192	216	0	216
4.50	216	0	216	243	0	243
5.00	240	0	240	270	0	270
5.50	264	0	264	297	0	297
6.00	288	0	288	324	0	324
6.50	312	0	312	351	0	351
7.00	336	0	336	378	0	378
7.50	360	0	360	405	0	405
8.00	384	0	384	432	0	432
8.50	408	0	408	459	0	459
9.00	432	0	432	486	0	486
9.50	456	0	456	513	0	513
10.00	480	0	480	540	0	540
10.50	504	0	504	567	0	567
11.00	528	0	528	594	0	594
11.50	552	0	552	621	0	621
12.00	576	0	576	648	0	648
12.50	600	0	600	675	0	675
13.00	624	0	624	702	0	702
13.50	648	0	648	729	0	729
14.00	672	0	672	756	0	756
14.50	696	0	696	783	0	783
15.00	720	0	720	810	0	810
15.50	744	0	744	837	0	837
16.00	768	0	768	864	0	864
16.50	792	0	792	891	0	891
17.00	816	0	816	918	0	918
17.50	840	0	840	945	0	945
18.00	864	0	864	972	0	972

## Section 2: Sample Calculation Tables - Quarter Calculations

<i>Lecture</i>	<b>33 = 1 unit</b>		
Units	Contact Hours	Homework Hours	Total Student Learning Hours
0.5	5.5	11	16.5
1.0	11.0	22	33.0
1.5	16.5	33	49.5
2.0	22.0	44	66.0
2.5	27.5	55	82.5
3.0	33.0	66	99.0
3.5	38.5	77	115.5
4.0	44.0	88	132.0
4.5	49.5	99	148.5
5.0	55.0	110	165.0
5.5	60.5	121	181.5
6.0	66.0	132	198.0
6.5	71.5	143	214.5
7.0	77.0	154	231.0
7.5	82.5	165	247.5
8.0	88.0	176	264.0
8.5	93.5	187	280.5
9.0	99.0	198	297.0
9.5	104.5	209	313.5
10.0	110.0	220	330.0
10.5	115.5	231	346.5
11.0	121.0	242	363.0
11.5	126.5	253	379.5
12.0	132.0	264	396.0
12.5	137.5	275	412.5
13.0	143.0	286	429.0
13.5	148.5	297	445.5
14.0	154.0	308	462.0
14.5	159.5	319	478.5
15.0	165.0	330	495.0
15.5	170.5	341	511.5
16.0	176.0	352	528.0
16.5	181.5	363	544.5
17.0	187.0	374	561.0
17.5	192.5	385	577.5
18.0	198.0	396	594.0

<b>36 = 1 unit</b>		
Contact Hours	Homework Hours	Total Student Learning Hours
6	12	18
12	24	36
18	36	54
24	48	72
30	60	90
36	72	108
42	84	126
48	96	144
54	108	162
60	120	180
66	132	198
72	144	216
78	156	234
84	168	252
90	180	270
96	192	288
102	204	306
108	216	324
114	228	342
120	240	360
126	252	378
132	264	396
138	276	414
144	288	432
150	300	450
156	312	468
162	324	486
168	336	504
174	348	522
180	360	540
186	372	558
192	384	576
198	396	594
204	408	612
210	420	630
216	432	648

Activity or Lab w/Hmwk	33 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours
0.5	11.0	5.5	16.5
1.0	22.0	11.0	33.0
1.5	33.0	16.5	49.5
2.0	44.0	22.0	66.0
2.5	55.0	27.5	82.5
3.0	66.0	33.0	99.0
3.5	77.0	38.5	115.5
4.0	88.0	44.0	132.0
4.5	99.0	49.5	148.5
5.0	110.0	55.0	165.0
5.5	121.0	60.5	181.5
6.0	132.0	66.0	198.0
6.5	143.0	71.5	214.5
7.0	154.0	77.0	231.0
7.5	165.0	82.5	247.5
8.0	176.0	88.0	264.0
8.5	187.0	93.5	280.5
9.0	198.0	99.0	297.0
9.5	209.0	104.5	313.5
10.0	220.0	110.0	330.0
10.5	231.0	115.5	346.5
11.0	242.0	121.0	363.0
11.5	253.0	126.5	379.5
12.0	264.0	132.0	396.0
12.5	275.0	137.5	412.5
13.0	286.0	143.0	429.0
13.5	297.0	148.5	445.5
14.0	308.0	154.0	462.0
14.5	319.0	159.5	478.5
15.0	330.0	165.0	495.0
15.5	341.0	170.5	511.5
16.0	352.0	176.0	528.0
16.5	363.0	181.5	544.5
17.0	374.0	187.0	561.0
17.5	385.0	192.5	577.5
18.0	396.0	198.0	594.0

36 = 1 unit		
Contact Hours	Homework Hours	Total Student Learning Hours
12	6	18
24	12	36
36	18	54
48	24	72
60	30	90
72	36	108
84	42	126
96	48	144
108	54	162
120	60	180
132	66	198
144	72	216
156	78	234
168	84	252
180	90	270
192	96	288
204	102	306
216	108	324
228	114	342
240	120	360
252	126	378
264	132	396
276	138	414
288	144	432
300	150	450
312	156	468
324	162	486
336	168	504
348	174	522
360	180	540
372	186	558
384	192	576
396	198	594
408	204	612
420	210	630
432	216	648

<i>Lab, Clinical, Activity, etc.</i>	<b>33 = 1 unit</b>		
<b>Units</b>	<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>
<b>0.5</b>	16.5	0.0	16.5
<b>1.0</b>	33.0	0.0	33.0
<b>1.5</b>	49.5	0.0	49.5
<b>2.0</b>	66.0	0.0	66.0
<b>2.5</b>	82.5	0.0	82.5
<b>3.0</b>	99.0	0.0	99.0
<b>3.5</b>	115.5	0.0	115.5
<b>4.0</b>	132.0	0.0	132.0
<b>4.5</b>	148.5	0.0	148.5
<b>5.0</b>	165.0	0.0	165.0
<b>5.5</b>	181.5	0.0	181.5
<b>6.0</b>	198.0	0.0	198.0
<b>6.5</b>	214.5	0.0	214.5
<b>7.0</b>	231.0	0.0	231.0
<b>7.5</b>	247.5	0.0	247.5
<b>8.0</b>	264.0	0.0	264.0
<b>8.5</b>	280.5	0.0	280.5
<b>9.0</b>	297.0	0.0	297.0
<b>9.5</b>	313.5	0.0	313.5
<b>10.0</b>	330.0	0.0	330.0
<b>10.5</b>	346.5	0.0	346.5
<b>11.0</b>	363.0	0.0	363.0
<b>11.5</b>	379.5	0.0	379.5
<b>12.0</b>	396.0	0.0	396.0
<b>12.5</b>	412.5	0.0	412.5
<b>13.0</b>	429.0	0.0	429.0
<b>13.5</b>	445.5	0.0	445.5
<b>14.0</b>	462.0	0.0	462.0
<b>14.5</b>	478.5	0.0	478.5
<b>15.0</b>	495.0	0.0	495.0
<b>15.5</b>	511.5	0.0	511.5
<b>16.0</b>	528.0	0.0	528.0
<b>16.5</b>	544.5	0.0	544.5
<b>17.0</b>	561.0	0.0	561.0
<b>17.5</b>	577.5	0.0	577.5
<b>18.0</b>	594.0	0.0	594.0

<b>36 = 1 unit</b>		
<b>Contact Hours</b>	<b>Homework Hours</b>	<b>Total Student Learning Hours</b>
18	0	18
36	0	36
54	0	54
72	0	72
90	0	90
108	0	108
126	0	126
144	0	144
162	0	162
180	0	180
198	0	198
216	0	216
234	0	234
252	0	252
270	0	270
288	0	288
306	0	306
324	0	324
342	0	342
360	0	360
378	0	378
396	0	396
414	0	414
432	0	432
450	0	450
468	0	468
486	0	486
504	0	504
522	0	522
540	0	540
558	0	558
576	0	576
594	0	594
612	0	612
630	0	630
648	0	648





Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4022 COURSE APPROVAL
Number	BP 4022
Status	Active
Legal	<u>Title 5, Section 55100</u>
Adopted	June 23, 2009
Last Revised	September 9, 2014

The Chancellor will develop an administrative procedure that establishes processes for developing degree applicable and non-degree applicable courses, including those that are part of an approved education program and those that are not part of an approved education program (stand alone).

See Administrative Procedure AP 4022.

Last Modified by Patti Blair on September 8, 2016





Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4022 COURSE APPROVAL
Number	AP 4022
Status	Active
Legal	<u>Title 5, Section 55100</u>
Adopted	May 12, 2009
Last Revised	September 9, 2014

This procedure applies to the processes for approving individual credit and non-credit courses in accordance to Title 5, Section 55100.

Individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office shall be:

- Approved by the Curriculum Committees of each college of the District;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

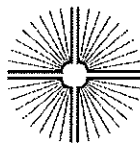
Course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of an approved educational program (stand alone courses) shall be:

- Approved by the Curriculum Committees of each college of the District;
- Approved by the Ventura County Community College District (VCCCD) Board of Trustees;
- Submitted to the California Community Colleges Chancellor's Office for approval.

The following limitations apply to stand alone courses:

- No students may be permitted to count 18 or more semester or 27 or more quarter units of coursework toward satisfying the requirements for a certificate of achievement or towards a major or area of emphasis for completion of an associate degree.
- No group of courses approved which total 18 or more semester or 27 or more quarter units in a single four-digit Taxonomy of Programs Code may be linked to one another by prerequisites or co-requisites.

Last Modified by Patti Blair on September 12, 2016



**COMMUNITY COLLEGE LEAGUE**  
OF CALIFORNIA

Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Course Approval
Number	AP 4022
Status	Active
Legal	<u>Title 5 Section 55100</u>
Adopted	August 1, 2007

## AP 4022 Course Approval

### Reference:

Title 5 Section 55100

**Note:** *This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.*

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:  
These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

New 8/07

AP 4022 Course Approval.doc (29 KB)