



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

AP 4020-A Student Learning Hours and Units of Credit

This document defines the specific relationship between student learning hours and units of credit at Monterey Peninsula College.

I. Definition of Terms

- A. **Total Contact Hours:** The total sum of all contact hours for the course per term (in all instructional categories: lecture, activity, and laboratory) that a student is under the direct supervision of an instructor or other qualified employee as defined in Title 5, sections 58050, 58051 and 58161.
- B. **Total Outside-of-class Hours:** Hours that students are expected to engage in course work outside of the classroom.
- C. **Total Student Learning Hours:** The total sum of all lecture, laboratory, activity, and outside-of-class hours.

II. Credit Hour

One credit hour of community college work (one unit of credit) requires a minimum of 48 total student learning hours. A course requiring 96 hours or more total student learning hours shall provide at least 2 units of credit.

The calculation of contact hours is based upon a 50-minute hour, which assumes that each clock hour (60 minutes) consists of 50 minutes of instruction and 10 minutes of passing time between classes.

Work experience courses adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5.

Typical ratio of in-class hours to outside-of-class hours **per unit** of credit:

Instructional Category	Contact Hours (e.g., in-class or supervised hours) per	Outside-of-Class Hours per Unit of Credit	Total Student Learning Hours per semester	Corresponding Unit(s) of Credit



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	Unit of Credit			
Lecture (Lecture, Discussion, Seminar and Related Work)	16-18	32-36	48-54	1
Activity (Activity, Rehearsal/ Performance, Studio, and Similar)	32-36	16-18	48-54	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, Independent Study, and Similar)	48-54	0	48-54	1
Work Experience (paid or unpaid work experience)	48-54	0	48-54	1

Sample Student Learning Hours to Unit(s) of Credit Calculation Table

Example Course Type <i>All examples use 51 hours = 1 unit</i>	Total Contact Hours				Outside-of-class Hours	Total Student Learning Hours	Unit(s) of Credit
	Lecture	Activity	Lab	Work Experience			
Typical Lecture-only Course	8.5	0	0	0	17	25.5	0.5
	17	0	0	0	34	51	1
	34	0	0	0	68	102	2
	51	0	0	0	102	153	3
	68	0	0	0	136	204	4



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Typical Lab-only Courses	0	0	25.5	0	0	25.5	0.5
	0	0	51	0	0	51	1
	0	0	102	0	0	102	2
	0	0	153	0	0	153	3
	0	0	204	0	0	204	4
Typical Activity-only Courses	0	17	0	0	8.5	25.5	0.5
	0	34	0	0	17	51	1
	0	68	0	0	34	102	2
	0	102	0	0	51	153	3
	0	136	0	0	68	204	4
Typical Lecture / Laboratory Combination Courses	8.5	0	25.5	0	17	51	1
	17	0	51	0	34	102	2
	17	0	102	0	34	153	3
	34	0	51	0	68	153	3
	51	0	51	0	102	204	4
Work Experience	0	0	0	25.5	0	25.5	0.5
	0	0	0	51	0	51	1
	0	0	0	102	0	102	2
	0	0	0	153	0	153	3
	0	0	0	204	0	204	4



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III. Standards for Incremental Award of Credit

The minimum unit increment is 0.5 units. As a result, the units for each instructional category within a course must be in multiples of 0.5 units.

Divide Total Student Learning Hours (lecture, laboratory, activity, and/or outside-of-class hours) by 51, then round **DOWN** to the nearest 0.5 unit. **Rounding UP is not permissible under any circumstances**

Examples of Rounding to Minimum Unit of Credit Increment:

- **8.5 hours lecture = 0.5 unit**
- 9-16.5 hours lecture = 0.5 unit (rounds down to nearest 0.5)
- **17 hours lecture = 1.0 unit**

- 17 hours lab = 0 units (not enough hours to meet minimum)
- **25.5 hours lab = 0.5 unit**
- 26-50.5 hours lab = 0.5 unit (rounds down to nearest 0.5)
- **51 hours lab = 1.0 unit**

- 10 hours lecture (0.5 unit) + 10 hours lab (not enough for unit) = 0.5 unit total
- **8.5 hours lecture (0.5 unit) + 25.5 hours lab (0.5 unit) = 1.0 unit**
- **8.5 hours lecture (0.5 unit) + 51 hours lab (1.0 units) = 1.5 units**

IV. Standards for Credit Hour Calculations

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 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.

V. Clock Hour Courses / Programs

Code of Federal Regulations Title 34 (§668.9k2iA) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulations



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Title 34 (§668.I). Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

See Board Policy 4020 – Program, Curriculum, and Course Development.

References: Title 5 Sections 51021, 55000 et seq., 55100 et seq., and 55250 et seq.;
Accreditation Standards II.A

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