4029. <u>ADMINISTRATIVE REGULATIONS ON UNITS</u> <u>TO CONTACT HOURS</u>

4029.1 Responsibilities

The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of the regulations relating to the specific relationship between credit hours and units.

<u>4029.2</u> <u>Definitions</u>

Definitions of all terms used in these regulations shall be those adopted in the Program and Course Approval Handbook as issued by the Chancellor's Office of the California Community Colleges and governed by Title 5, section 55002 (a)(2)(B), section 55002(b)(2)(B), and section 55002.5.

4029.3 Standard Formula for Credit Hour Calculations

Standards for credit hour calculations are contained in Title 5, section 55002.5. Courses not classified as cooperative work experience, clock hour, or open entry/open exit use a standard formula to calculate the credit hour.

A. Standard formula for credit hour is calculated by dividing the total of all student learning hours (lecture, lab, activity, or lecture/lab combination, TBA, and other outside-of-class hours) by the hours-perunit divisor, which is then rounded down to the nearest increment of credit awarded by the college.

[Total Contact Hours + Outside-of-class Hours] = Units of Credit Hours -per-unit Divisor

- B. The result of the above calculation is then rounded down to the nearest .5 increment.
- C. The credit hour calculation must be included on the course outline of record.
- D. Lecture and related course formats require two hours of student work outside of class for every hour in class.

4029.4 Units-to-Contact Hour Relationship

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Long Beach City College establishes the following specific relationship between the number of units assigned to any given credit course and the number in the course outline:

- A. For each 1 unit of credit, a minimum of 18 lecture contact hours, plus a minimum of 36 additional hours of related independent student work will be assigned, or
- B. 54 laboratory or activity contact hours.

Work Experience and internship courses shall award credit in compliance with the Title 5 specifications under section 55256.5 as follows:

C. 1 unit for each 75 hours of paid work or 60 hours of unpaid work.

As credit course contact hours increase, additional credit shall be awarded in half unit increments per the above standards. In addition, a credit course shall not be offered for zero (0) units.