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POLICY ON UNITS TO CONTACT HOURS

References: Education Code Section 70902 (b) and 78016
Title 5, Section 55002.5 and 55256.5

It shall be the policy of the Long Beach Community College District to provide high quality programs and curricula, relevant to community and student needs. Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each program as either a “credit hour” program or “clock hour” program.

The Chancellor’s Office shall establish procedures that define the “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

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-per-unit divisor, which is then rounded down to the nearest increment of credit awarded by the college.

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

- 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.



Units-to-Contact Hour Relationship

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.

Adopted: November 13, 2018

