

ADMINISTRATIVE PROCEDURES

AP 4020 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. Hour Requirements for Units of Credit

At MPC, **one unit of credit is equal to 51 total student learning hours** (lecture, activity, laboratory and outside-of-class hours). 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.

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

Instructional Category	Contact Hours (In-class) per Unit of Credit	Outside-of-Class Hours per Unit of Credit	Total Student Learning Hours per semester	Corresponding Unit(s) of Credit
Lecture (Lecture, Discussion, Seminar and Related Work)	17	34	51	1
Activity (Activity, Rehearsal/ Performance, Studio, and Similar)	34	17	51	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	51	0	51	1

ADMINISTRATIVE PROCEDURES

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	TBA			
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
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

ADMINISTRATIVE PROCEDURES

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

III. Minimum Unit Increment

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**

ADMINISTRATIVE PROCEDURES

IV. Cooperative Work Experience

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit for courses classified as Cooperative Work Experience (COOP):

- One unit of credit is 75 hours of **paid** work experience, OR
- One unit of credit is 60 hours of **non-paid** work experience.

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 Title 34 (§668.l).

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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