AP 4029

## Administrative Procedure

Chapter 4 - Academic Affairs

## AP 4029 HOURS AND UNITS

## References:

Title 5 Sections 55002, 55002.5, and 55256.5;
34 Code of Federal Regulations Part 668
This document will define the specific relationship between hours and units at Napa Valley College.

## I. Hour Requirements for One and Two Units of Credit

One unit of credit is 54 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Two units of credit is 108 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

## II.Minimum Unit Increment and Thresholds

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are treated as a threshold. Examples of common thresholds are:

| Units | Hour Threshold |
| :---: | :---: |
| 0.5 | 27 |
| 1 | 54 |
| 1.5 | 81 |
| 2 | 108 |
| 2.5 | 135 |
| 3 | 162 |

If the number of total student learning hours is between thresholds, then the unit value for the course will be the unit value for the maximum crossed hour threshold. For example, if a course has 120 total student learning hours, then the maximum crossed hour threshold is 108 hours and the unit value would be 2 .

## III. Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit:

Divide the total of all student learning hours
(lecture, laboratory, activity, and/or outside-of-class hours)
by 54 , then round down to the nearest .5 units.
Expressed as an equation:

$$
\frac{[\text { Total Contact Hours }+ \text { Outside-of-class Hours] }}{54}=\text { Units of Credit }
$$

The result of this calculation is then rounded down to the nearest .5 increment. For example, if a course contains 180 total student learning hours ( 36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$
\begin{gathered}
36+72+72 \\
54
\end{gathered}=\begin{gathered}
180 \\
54
\end{gathered}=3.33, \text { which is rounded down to } 3 \text { units of credit }
$$

Definitions for terms used above:

- 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 Title 5 Sections 58050-58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, 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 xa cAcrse formats require two hours of studantrevork outside timere based on theh

Lecture

Activity 0.5

