

# Credit Course Certification

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## Annual Credit Courses Certification

- Initial document was due December 16, 2016
- CIO and Curriculum Chair signature
- Will be due annually on 1 October beginning in 2017 (October 16 this year)
  - Added CEO and Senate President signature

## This certification applies to the following:

- 1. New course proposals to existing approved credit programs
- 2. New course proposals to new credit programs
- 3. Substantial change proposals for credit courses
- 4. Non-substantial change proposals for credit courses
- 5. Stand-alone proposals

# Additional Areas for Certification

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## Credit Program Certification

- Timeline?
- Non-substantial change proposals for credit programs

## Noncredit Courses and Programs

- Timeline?

# Certification Assures Compliance with the Below Documents:

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## PCAH

- Education Code
- title 5
- Submission Guidelines



## CCCCO Course Calculations

- Know the calculation
- Memo from CCCCCO
- Local Policy

# What Happens

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- All curriculum (courses and programs, credit and noncredit, stand alone, etc.) must still be submitted to the Chancellor's Office Curriculum Inventory for chaptering.
- Credit courses will receive automated approval. New courses and courses with substantial changes will receive immediate course control numbers and be ready for scheduling.
- All other curriculum pieces (for the moment) will go into the queue for approval by the Chancellor's Office.

# Credit Hour Calculations

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# New Title 5 Standards for Credit Hour

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## California Code of Regulations, Title 5 §55002.5(a)

“(a) One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work which may include inside and/or outside-of-class hours.”

**Primary Change:** *removed reference to lecture and lab, replaced with “total student work” and “outside-of-class hours.”*

# New Title 5 Standards for Credit Hour

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## California Code of Regulations, Title 5 §55002.5

(b) A course requiring 96 hours or more of total student work at colleges operating on the semester system or 66 hours or more of total student work at colleges operating on the quarter system shall provide at least 2 units of credit.

**Primary Change:** *Replace lecture, lab, etc. with “total student work.”*

# New Title 5 Standards for Credit Hour

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## California Code of Regulations, Title 5 §55002.5

(c) Cooperative work experience courses defined in section 55252 shall adhere to the formula for credit hour calculations identified in section 55256.5.

**Primary Change:** *Cooperative work experience was not included in this section in previous version.*



# New Title 5 Standards for Credit Hour

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## California Code of Regulations, Title 5 §55002.5

(d) For programs designated by the governing board as clock hour programs, units of credit shall be awarded in a manner consistent with the provisions of 34 Code of Federal Regulations part 600.2

**Primary Change:** *Standards for clock hour programs were not included in any previous version of this regulation. Required for compliance with federal law and accreditation standards.*

# New Title 5 Standards for Credit Hour

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California Code of Regulations, Title 5 §55002.5

(e) Credit hours for all courses may be awarded in increments of one unit or less.

**Primary Change:** *Replaces prior language on incremental awards that required half-unit increments and permitted smaller increments. Permissive rather than prescriptive.*

# New Title 5 Standards for Credit Hour

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## California Code of Regulations, Title 5 §55002.5

(f) The governing board of each community college district shall establish policy, consistent with the provisions of this section, defining the standards for credit hour calculations. District policy shall specify the credit hour calculation method for all academic activities, expected ratios of in-class to outside-of class hours for each type of academic activity, standards for incremental award of credit, standard term length, calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

**Primary Change:** *New requirement for local policy. We will discuss in detail in this presentation.*

# Standard Formula: Typical Ratios

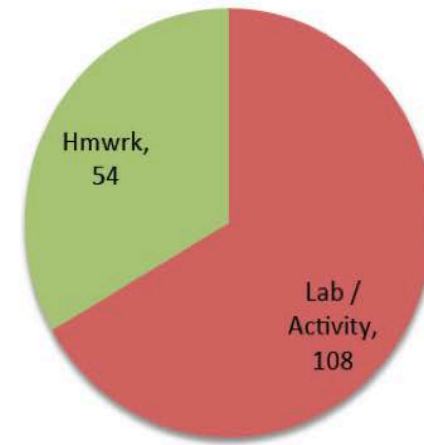
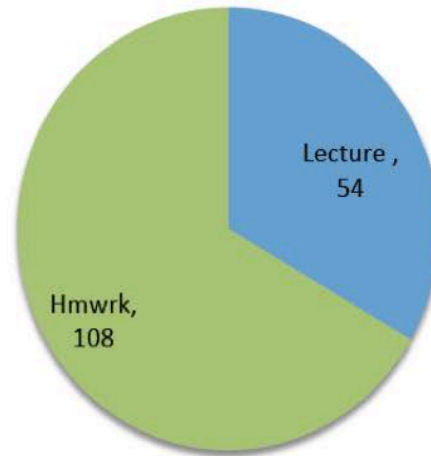
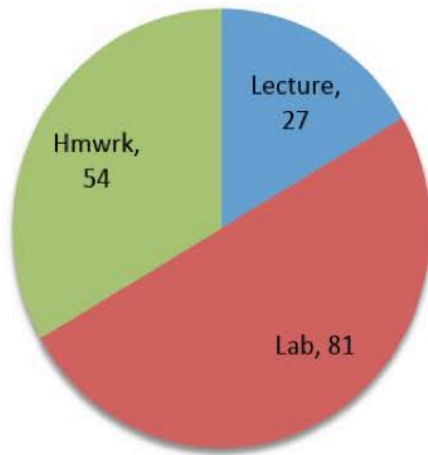
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The standard formula includes typical ratios for contact- to homework hours that are not specified in law, but are drawn from standard practices in higher education. The three typical ratios are as follows:

<b>Academic Activity</b>	<b>Weekly Contact Hours</b>	<b>Weekly Outside-of-class Hours</b>
<b>Lecture</b> (Lecture, Discussion, Seminar, and Related Work)	1	2
<b>Activity</b> (Activity, Lab/w Homework, Studio, and Similar)	2	1
<b>Laboratory</b> (Traditional Lab, Clinical, and Similar)	3	0

# Principle Behind Standard Formula

Units of credit are awarded on the basis of total student time spent on learning. The ratio of contact to out-of-class hours can vary and still yield the same units of credit.



All three examples yield three units of credit for colleges using a 54 hour divisor.

# Standard Formula: Hours-per-unit Divisor

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Total student learning hours (contact + outside) for which the college awards one unit of credit.

Minimum of 48, maximum of 54. (Min 33, max 36 quarter)

Can also be expressed as range, e.g. 48 – 54.

Divisor and dividend in local calculations should match, e.g. if college bases the dividend on a 51 = 1 unit model, the divisor should be 51.

Colleges that indicate the minimum and maximum range of 48– 54 should show that same range for the dividend in the equation and resulting unit calculation.

# Standard Formula: Fractional Unit Awards

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Title 5 allows colleges to award credit in increments of less than one unit.

In using standard formula, each unit increment represents a minimum threshold. The next increment of credit is only awarded once the student passes the minimum number of hours for that increment.

This is similar to grading systems where, for example, a student earns a “B” for any percentage between 80 and 89. The student is only awarded an “A” when they reach the minimum threshold of 90 percent.

For example: a course may require 36 hours of classroom lecture, 72 hours of laboratory or studio instruction, and 72 hours of outside-of-class work for 180 total student learning hours. If the college uses a 54-hour divisor, this course would yield 3 units of credit as it has not crossed the 3.5 unit threshold of 189 hours.

# Clock Hour Programs

Defined in federal regulations USDE 34 CFR §668.8(k)(2)(i)(A) and 668.8(l).

**37.5 clock hours = 1 unit of credit**

Because...

- 1 hour = 50 minutes for credit hour calculations
- 1 unit of credit = minimum of 45, 50-minute hours
- $45 \times 50 = 2250$  minutes
- $2250 / 60 = 37.5$

Newer regulation and definition that is just now being reviewed under 2014 ACCJC Standards (II.A.9).



# Nursing Programs

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## **Governed by regulations in Title 16 §1426**

(g) The course of instruction shall be presented in semester or quarter units or the equivalent under the following formula:

(1) One (1) hour of instruction in theory each week throughout a semester or quarter equals one (1) unit.

(2) Three (3) hours of clinical practice each week throughout a semester or quarter equals one (1) unit. With the exception of an initial nursing course that teaches basic nursing skills in a skills lab, 75% of clinical hours in a course must be in direct patient care in an area specified in section 1426(d) in a board-approved clinical setting.

	Contact Hours						
<b>Example Course Type</b> <i>All examples use 54 hours = 1 unit</i>	<b>Lecture Hours</b>	<b>Activity</b>	<b>Laboratory</b>	<b>Other</b>	<b>Outside-of-class Hours</b>	<b>Total Student Learning Hours</b>	<b>Units</b>
<b>Traditional Lecture Course #1</b>	54	0	0	0	108	162	3
<b>Traditional Lecture Course #2</b>	72	0	0	0	144	216	4
<b>Traditional Lab Course #1</b>	0	0	108	0	0	108	2
<b>Traditional Lab Course #2</b>	0	0	162	0	0	162	3
<b>Lab Course #1</b>	0	0	175	0	0	175	3
<b>Lab Course #2</b>	0	0	980	0	0	980	18
<b>Lab Course #3</b>	0	0	40	0	0	40	0.5
<b>Activity Course #2</b>	0	72	0	0	36	108	2
<b>Activity Course #3</b>	0	108	0	0	54	162	3
<b>Lecture / Laboratory Course #1</b>	54	0	54	0	108	216	4
<b>Lecture / Laboratory Course #2</b>	36	0	72	0	72	180	3
<b>Lecture / Laboratory Course #3</b>	27	0	81	0	54	162	3
<b>Lecture / Activity Course #1</b>	36	36	0	0	90	162	3
<b>Lecture / Laboratory / TBA</b>	27	0	54	18	54	162	3

# Local Governing Board Policy

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**Now REQUIRED by new Title 5 regulations - §55002.5(f)**

District policy shall specify:

- the credit hour calculation method for all academic activities (lecture, activity, lab, clinical, discussion, studio, work experience, etc.)
- expected ratios of in-class to **outside-of class hours** for each type of academic activity
- standards for incremental award of credit
- standard term length (number used to determine divisor in calculation)
- calculation methods for short term and extended term courses
- provisions for monitoring compliance with state and federal regulations related to credit hour calculations

**Local policy is an academic and professional matter and should fall under your 10+1 process.**