

Procedures for program and curriculum development and review are located in the Curriculum Handbook which is housed in the Office of Academic Affairs, division offices and the College Curriculum Committee web page. Additional guidelines for Program, Curriculum and Course Development are provided in the Chancellor's Office Program and Course Approval Handbook, available on the Curriculum Committee web page.

To monitor for compliance with state and local regulations related to credit hour calculations, the President, Vice President of Academic Affairs, Academic Senate President, and the Curriculum Chair shall annually certify to the Chancellor's office compliance with the following for credit courses:

- The Curriculum Committee and the District governing Board have approved each credit course pursuant to Title 5 §55002.5 and the Chancellor's Office Program and Course Approval Handbook
- The college promptly reports all credit courses approved by the district governing board to the Chancellor's Office Curriculum Inventory and Management Information Systems
- College personnel involved in the credit course approval process, including members of the curriculum committee, are provided with training regarding the rules, regulations and local policies applicable to the approval of credit courses per Title 5 §55100 and §55130.

a.) Credit Hour

The College Curriculum Committee reviews all credit courses for compliance with credit hour calculations in accordance with Title 5 and Chancellor's Office policy.

Title 5 (§55002.5 (a)) defines one credit hour of community college work (one unit of credit) as a minimum of 48 hours of total student work, which may include inside and/or outside-of-class hours. The Chancellor's Office further defines this by using each college's fiscally approved calendar as the divisor for the calculations of units using the following equation.

$$\frac{(\text{Total contact Hours} + \text{Outside-of-class Hours})}{\text{Hours-per-unit Divisor}}$$

At El Camino College the primary terms are 18 weeks in length but are currently offered in a 16-week compressed format. This makes the hours-per-unit divisor 54 hours.

Title 5 (§55002.5 (e)) allows credit hours for all courses to be awarded in increments of one unit or less. The Chancellor's office requires colleges to award units of credit in a minimum of .5 units or smaller than .5 if permitted by local policy. At El Camino College the policy is a minimum of .335 units.

The ratios of in-class to outside-of-class hours for each type of academic activity offered at El Camino shall be determined as follows:

Instructional Method	In-class Hours	Outside-of-class Hours	Units
Independent Study	0	54	1
Lecture	18	36	1
Laboratory	54	0	1

Calculations for short term and extended term courses will follow the same total hour calculations previously described.

The criteria for determining appropriate instruction methods shall be made in accordance with established curricular policies and includes:

Independent Study: (0 in-class hours and 3 outside-of-class hours)
Instruction with no scheduled class hours but district-supported guidance and feedback is required.

Lecture: (1 in-class hour and 2 outside-of-class hours)
Instruction that is designed to give students one hour of interaction, either in person or online, directly with the instructor; students then spend two (2) hours outside-of-class.

Laboratory: (3 in-class hours and 0 outside-of-class hours)
Labs consist of classroom assignments designed to be completed by all student during the scheduled time. Accepted lab design will have some students requiring the whole time to complete the task. Labs require a designated space and equipment not in common usage on the campus. A designated technician is often used to maintain the space and/or equipment.

Credit for clock-hour designated programs shall be awarded consistent with 34 Code of Federal regulations Part 600.2. In this regulation, a program is considered to be a clock-hour program if it is required to measure student progress in clock hours when:

- Receiving Federal or State approval or licensure to offer the program
- Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.

b.) Cooperative Work Experience

Title 5 (§55256.5) provides specific hour-to-unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for one (1) unit of credit. Increments of less than one (1) unit are not allowed.

c.) Financial Aid Eligibility

For purposes of federal financial aid eligibility, the U.S. Department of Education states that a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

ACCJC Accreditation Standard II.A

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

El Camino College

Adopted: July 2010

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