



COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

**AR 4020 Program, Curriculum and  
Course Development**

**Issued: November 17, 2020**

**References:**

Board Policy 4020 – Program, Curriculum, and Course Development  
Title 5 Sections 55002.5, 55100, 55130, and 55256.5  
Chancellor’s Office Program and Course Approval Handbook  
Code of Federal Regulations Title 34 Parts 600.2, 602.24, 603.24, and 668.8  
ACCJC Accreditation Standard II.A

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.
  - Initiation of courses and programs is the primary purview of full-time faculty.
  - Course and program review, approval, and evaluation processes are defined in the Curriculum Committee Handbook.
  - Program and course review timelines adhere to the Program and Course Approval Handbook, as provided by the California Community College Chancellor’s Office.
  - Each course outline of record is maintained within the electronic curriculum management system, with local approval dates.
  - Modes of instruction are provided within each course outline of record.
- 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.

**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, section 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



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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. At Compton 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, section 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 0.5 units.

### 1. 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 hours of total student work (lecture, laboratory, activity, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 units. Expressed as an equation:

$$\frac{(\text{Total Contact Hours} + \text{Total Outside of Class Hours})}{54} = \text{Units of Credit}$$

The result of this calculation is then rounded down to the nearest 0.5 increment.

Definitions for the 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, §§58050 - 58051. This number is the sum of all contact hours for the course in all calculation 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 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 course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of-class work prorated appropriately for the instructional category.



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The ratios of in-class to outside-of-class hours for each type of instructional category offered at Compton College shall be determined as follows based on one (1) unit of credit:

Instructional Category	In-Class Hours*	Outside-of-Class Hours*
Lecture (Lecture, Discussion, Seminar and Related Work)	1 hr/week 18 total hours	2 hrs/week 36 total hours
Activity (Activity, Lab w/ Homework, Studio, and Similar)	2 hrs/week 36 total hours	1 hr/week 18 total hours
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3 hrs/week 54 total hours	0 hrs

\*Standard weekly hours based on an 18-week semester.

2. Cooperative Work Experience Formula

Credit hour calculations for work experience are governed by the regulations set forth in title 5, section 55256.5. In title 5, section 55256.5(c)(1-2) the following requirements are specified:

- Each 75 hours of paid work equals one semester credit.
- Each 60 hours of non-paid work equals one semester credit.

3. Clock Hour Courses/Programs

Credit for clock-hour designated programs shall be awarded consistent with the Code of Federal Regulations Title 24 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.

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 Regulation Title 34 Part 668.8:

- One unit of credit is 37.5 clock hours of instruction.