

**UNIT/CREDIT HOUR CONFIGURATION:**

College of the Sequoias CCD grants units in accordance with Title 5 (Section 55002.5). The District uses a standard term length of 17.5 weeks and awards credit in half-unit increments; 52.5 total student learning hours is equivalent to 1 unit of credit. The minimum unit increment is .5 units, and unit calculations are thresholds (i.e., unit calculations are not rounded up).

The District awards units of credit in the following instructional categories according to the specified unit configuration ratios:

Lecture

1 hour in-class + 2 hours outside-of-class = 3 total student learning hours.  
1 unit of credit.

Lab/Activity

3 hours in-class + 0 hours outside-of-class = 3 total student learning hours.  
1 unit of credit.

Work Experience

Each 75 hours of paid work equals 1 unit  
Each 60 hours of non-paid work equals 1 unit

A maximum of 6 units may be earned during one enrollment period in general work experience education. A maximum of 8 units may be earned during one enrollment period in occupational work experience education.

Clock Hours

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.

Permissible Exception:

1. Laboratory units may include homework, such that 1 unit of laboratory includes 1 hour designated as an outside-of-class hour. The result will be that such a lab/study unit will be scheduled for just 2 hours per week as follows:

- 2 hours in class + 1 hour outside-of-class = 3 total student learning hours.
2. Lecture courses may include up to one hour per week of additional supplemental learning assistance as a required component for all students enrolled in the course. For example, a 3 unit lecture class could be scheduled each week for 3 hours of lecture and 1 hour of supplemental learning assistance.

Requests for exceptions to the standard ratios must be submitted to the curriculum committee for review, with an included justification for the policy exception referencing the above and explaining why the requested exception is necessary for student success.

References: Title 5, Sections 55002, 55002.5, 55256.5

Adopted: May 12, 2009  
Revised: July 13, 2015  
Revised: November 28, 2018