

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

Lecture	
17.5 hours = 1 unit	
Hours	Units
8.8	0.5
17.5	1.0
26.3	1.5
35.0	2.0
43.8	2.5
52.5	3.0
61.3	3.5
70.0	4.0
78.8	4.5
87.5	5.0
96.3	5.5
105.0	6.0
113.8	6.5
122.5	7.0
131.3	7.5
140.0	8.0
148.8	8.5
157.5	9.0
166.3	9.5
175.0	10.0
183.8	10.5
192.5	11.0
201.3	11.5
210.0	12.0
218.8	12.5
227.5	13.0
236.3	13.5
245.0	14.0
253.8	14.5
262.5	15.0
271.3	15.5
280.0	16.0
288.8	16.5
297.5	17.0
306.3	17.5
315.0	18.0
323.8	18.5

Lab	
52.5 hours = 1 unit	
Hours	Units
26.3	0.5
52.5	1.0
78.8	1.5
105.0	2.0
131.3	2.5
157.5	3.0
183.8	3.5
210.0	4.0
236.3	4.5
262.5	5.0
288.8	5.5
315.0	6.0
341.3	6.5
367.5	7.0
393.8	7.5
420.0	8.0
446.3	8.5
472.5	9.0
498.8	9.5
525.0	10.0
551.3	10.5
577.5	11.0
603.8	11.5
630.0	12.0
656.3	12.5
682.5	13.0
708.8	13.5
735.0	14.0
761.3	14.5
787.5	15.0
813.8	15.5
840.0	16.0
866.3	16.5
892.5	17.0
918.8	17.5
945.0	18.0
971.3	18.5

Lecture	
18 hours = 1 unit	
Hours	Units
9	0.5
18	1.0
27	1.5
36	2.0
45	2.5
54	3.0
63	3.5
72	4.0
81	4.5
90	5.0
99	5.5
108	6.0
117	6.5
126	7.0
135	7.5
144	8.0
153	8.5
162	9.0
171	9.5
180	10.0
189	10.5
198	11.0
207	11.5
216	12.0
225	12.5
234	13.0
243	13.5
252	14.0
261	14.5
270	15.0
279	15.5
288	16.0
297	16.5
306	17.0
315	17.5
324	18.0
333	18.5

Lab	
54 hours = 1 unit	
Hours	Units
27	0.5
54	1.0
81	1.5
108	2.0
135	2.5
162	3.0
189	3.5
216	4.0
243	4.5
270	5.0
297	5.5
324	6.0
351	6.5
378	7.0
405	7.5
432	8.0
459	8.5
486	9.0
513	9.5
540	10.0
567	10.5
594	11.0
621	11.5
648	12.0
675	12.5
702	13.0
729	13.5
756	14.0
783	14.5
810	15.0
837	15.5
864	16.0
891	16.5
918	17.0
945	17.5
972	18.0
999	18.5

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

Lecture	
16 hours = 1 unit	
Hours	Units
8	0.5
16	1.0
24	1.5
32	2.0
40	2.5
48	3.0
56	3.5
64	4.0
72	4.5
80	5.0
88	5.5
96	6.0
104	6.5
112	7.0
120	7.5
128	8.0
136	8.5
144	9.0
152	9.5
160	10.0
168	10.5
176	11.0
184	11.5
192	12.0
200	12.5
208	13.0
216	13.5
224	14.0
232	14.5
240	15.0
248	15.5
256	16.0
264	16.5
272	17.0
280	17.5
288	18.0
296	18.5

Lab	
48 hours = 1 unit	
Hours	Units
24	0.5
48	1.0
72	1.5
96	2.0
120	2.5
144	3.0
168	3.5
192	4.0
216	4.5
240	5.0
264	5.5
288	6.0
312	6.5
336	7.0
360	7.5
384	8.0
408	8.5
432	9.0
456	9.5
480	10.0
504	10.5
528	11.0
552	11.5
576	12.0
600	12.5
624	13.0
648	13.5
672	14.0
696	14.5
720	15.0
744	15.5
768	16.0
792	16.5
816	17.0
840	17.5
864	18.0
888	18.5

Lecture	
17 hours = 1 unit	
Hours	Units
8.5	0.5
17	1.0
25.5	1.5
34	2.0
42.5	2.5
51	3.0
59.5	3.5
68	4.0
76.5	4.5
85	5.0
93.5	5.5
102	6.0
110.5	6.5
119	7.0
127.5	7.5
136	8.0
144.5	8.5
153	9.0
161.5	9.5
170	10.0
178.5	10.5
187	11.0
195.5	11.5
204	12.0
212.5	12.5
221	13.0
229.5	13.5
238	14.0
246.5	14.5
255	15.0
263.5	15.5
272	16.0
280.5	16.5
289	17.0
297.5	17.5
306	18.0
314.5	18.5

Lab	
51 hours = 1 unit	
Hours	Units
25.5	0.5
51	1.0
76.5	1.5
102	2.0
127.5	2.5
153	3.0
178.5	3.5
204	4.0
229.5	4.5
255	5.0
280.5	5.5
306	6.0
331.5	6.5
357	7.0
382.5	7.5
408	8.0
433.5	8.5
459	9.0
484.5	9.5
510	10.0
535.5	10.5
561	11.0
586.5	11.5
612	12.0
637.5	12.5
663	13.0
688.5	13.5
714	14.0
739.5	14.5
765	15.0
790.5	15.5
816	16.0
841.5	16.5
867	17.0
892.5	17.5
918	18.0
943.5	18.5

# CCCCO Units/Hours Worksheet

## QUARTER UNITS

Lecture	
<b>11 hours = 1 unit</b>	
Hours	Units
5.5	0.5
<b>11</b>	<b>1.0</b>
16.5	1.5
22	2.0
27.5	2.5
<b>33</b>	<b>3.0</b>
38.5	3.5
44	4.0
49.5	4.5
55	5.0
60.5	5.5
66	6.0
71.5	6.5
77	7.0
82.5	7.5
88	8.0
93.5	8.5
99	9.0
104.5	9.5
110	10.0
115.5	10.5
121	11.0
126.5	11.5
132	12.0
137.5	12.5
143	13.0
148.5	13.5
154	14.0
159.5	14.5
165	15.0
170.5	15.5
176	16.0
181.5	16.5
187	17.0
192.5	17.5
198	18.0

Lab	
<b>33 hours = 1 unit</b>	
Hours	Units
16.5	0.5
<b>33</b>	<b>1.0</b>
49.5	1.5
66	2.0
82.5	2.5
99	3.0
115.5	3.5
132	4.0
148.5	4.5
165	5.0
181.5	5.5
198	6.0
214.5	6.5
231	7.0
247.5	7.5
264	8.0
280.5	8.5
297	9.0
313.5	9.5
330	10.0
346.5	10.5
363	11.0
379.5	11.5
396	12.0
412.5	12.5
429	13.0
445.5	13.5
462	14.0
478.5	14.5
495	15.0
511.5	15.5
528	16.0
544.5	16.5
561	17.0
577.5	17.5
594	18.0

Lecture	
<b>12 hours = 1 unit</b>	
Hours	Units
6	0.5
<b>12</b>	<b>1.0</b>
18	1.5
24	2.0
30	2.5
<b>36</b>	<b>3.0</b>
42	3.5
48	4.0
54	4.5
60	5.0
66	5.5
72	6.0
78	6.5
84	7.0
90	7.5
96	8.0
102	8.5
108	9.0
114	9.5
120	10.0
126	10.5
132	11.0
138	11.5
144	12.0
150	12.5
156	13.0
162	13.5
168	14.0
174	14.5
180	15.0
186	15.5
192	16.0
198	16.5
204	17.0
210	17.5
216	18.0

Lab	
<b>36 hours = 1 unit</b>	
Hours	Units
18	0.5
<b>36</b>	<b>1.0</b>
54	1.5
72	2.0
90	2.5
108	3.0
126	3.5
144	4.0
162	4.5
180	5.0
198	5.5
216	6.0
234	6.5
252	7.0
270	7.5
288	8.0
306	8.5
324	9.0
342	9.5
360	10.0
378	10.5
396	11.0
414	11.5
432	12.0
450	12.5
468	13.0
486	13.5
504	14.0
522	14.5
540	15.0
558	15.5
576	16.0
594	16.5
612	17.0
630	17.5
648	18.0

# CCCCO Units/Hours Worksheet

## INSTRUCTIONS

1) Select the appropriate chart reflecting the term used by your college, whether semester or quarter.

2) Select the appropriate hour/unit conversion used by your college or program (16/48, 17/51, 17.5/52.5, 18/54, 11/33, or 12/36).

3) Calculate the appropriate units for lecture and/or laboratory. The tables are organized in one-half unit increments. Colleges can use smaller increments if approved by their local Board of Trustees.

4) Units increase when the next increment is reached. For example on the 18/54 table, lecture units are calculated as 1/2 unit between 9 hours and 17.5 hours and as one unit between 18 hours and 26.5 hours.

5) Work Experience (WEX) units are not calculated using this chart. WEX units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).  
**Note:** WEX units are awarded for on-the-job training hours; and not for lecture.

6) These are the only permitted methods and formulas for calculating units in the California Community Colleges. There are no allowable locally derived formulas or exceptions for specific disciplines.

## Regulations for the California Community College Credit Hours/Units

### Title 5 - § 55002(a)(2)(B) - Standards and Criteria for Courses - Units

"The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses."

### Title 5 - § 55002.5 (a) - Credit Hour

"One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system or 33 hours of lecture, study, or laboratory work at colleges operating on the quarter system."

### Program and Course Approval Handbook (PCAH), 5th Edition, September 2013, page 80

"In practice, the number of hours varies among institutions, but is generally within the range of 48-54 hours per unit for colleges on the semester system. For each hour of lecture required, it is assumed that students will be required to spend an additional two hours of study outside of class. The number of units awarded for laboratory courses is generally based on the number of hours of laboratory."

# CCCCO Units/Hours Worksheet

## Title 5 - § 55002.5 - Unit size

"(c) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.  
(d) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory in increments of less than one half unit."

## PCAH - Homework for laboratory classes, page 81

"The college may award one unit of lab credit for only two hours per week of hands-on instruction/activity as long as the instructor assigns one hour per week of out-of class study. There is no prohibition against this practice; however, it must be used with caution, particularly in regard to transferrable laboratory classes."

## Title 5 - § 55256.5 (a) (b) - Work Experience Credit

"One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education."  
"The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded."

## Title 5 - § 58050 (a) - Conditions for Claiming Attendance

"The following conditions must be met in order for attendance of students enrolled in a course to qualify for state apportionment: (5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. (6) The students must be under the immediate supervision of an employee of the district; unless otherwise provided by law. (7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served."  
Other conditions apply.

## Title 5 - § 58051 (a)(1) - Method for Computing Full-Time Equivalent Student (FTES)

"Except as otherwise provided, in computing the full-time equivalent student of a community college district, there shall be included only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which he or she served."

**Note:** Students can be awarded unit credit for homework; however, homework hours cannot be claimed for apportionment.