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10/08/2018

To: California Community Colleges Chancellor's Office  
From: Cañada College Office of Instruction

Attached you will find the Annual Credit Course & Program Certification for Cañada College.

Thank you.

# California Community Colleges Chancellor's Office



## Annual Credit Course and Program Certification

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By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- cooperative work experience courses that have local board approval;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1))).

This certification applies to the following:

1. All credit courses
2. Modified credit programs with the exception of ADTs
3. New credit programs with a goal of local program with the exception of new CTE credit programs and Apprenticeship

Please note: the Chancellor's Office will conduct periodic reviews of these proposals to monitor compliance data integrity.

**Email a PDF of this form to:** [curriculum@ccccco.edu](mailto:curriculum@ccccco.edu)

**OR**

**Mail the original form to:** California Community Colleges Chancellor's Office  
Attn: Academic Affairs Division  
1102 Q Street, Suite 4550  
Sacramento, CA 95811

# California Community Colleges Chancellor's Office



## Annual Credit Course and Program Certification

By signing this document, I certify as the Chief Instructional Officer that Cañada College has completed this process.

Chief Executive Officer (Signature)

Date

Jamillah Moore

Chief Executive Officer (Print Name)

10/6/18

Chief Instructional Officer (Signature)

Date

Tammy Robinson

Chief Instructional Officer (Print Name)

10/8/18

Academic Senate President (Signature)

Date

Hyla Lacefield

Academic Senate President (Print Name)

10/9/18

Curriculum Co-Chair (Signature)

Date

Candice Nance

Curriculum Co-Chair (Print Name)

10/4/2018

Curriculum Co-Chair (Signature)

Date

Katherine Schertle

Curriculum Co-Chair (Print Name)

10/4/18

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.12 Definition of Credit Courses  
**Revision Date:** 11/12  
**Policy References:** Education Code Sections 70901(b), 70902(b) and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; 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; 34 Code of Federal Regulations Sections 600.2, 600.24, 603.24 and 668.8

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1. Criteria for credit courses in the San Mateo County Community College District shall be the following:
  - a. The course shall be taught by a faculty member who meets the minimum qualifications for that discipline.
  - b. The course shall be recommended by the college curriculum or instruction committee and approved by the Board of Trustees. Individual degree-applicable credit courses offered as part of an educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.
  - c. The course shall be designed to meet a common set of instructional objectives and shall treat the subject matter with a scope and intensity that requires students to study outside of class time.
  - d. The course shall provide for measurement of student performance based on stated course objectives and uniform grading standards and culminates in a permanently recorded grade.
  - e. The course units of credit shall be based on a pre-specified relationship between the number of units and hours, the type of instruction, and performance criteria. (Title 5, Section 55002.5)
  - f. Units earned in the course shall be applicable toward an A.A./A.S. degree, although a limit may be placed on the number of units acceptable from a single category; or shall be a part of an approved career technical certificate program, or the course can be used as an elective for initial entry into a career or lead to the upgrading of skills within the career; or be designated as a non-degree applicable credit course as defined by Education Code and Title 5.
  - g. Students enrolled in the course shall be registered in the College.
  - h. The course outline of record shall be available in the official files. That outline shall specify unit value; expected contact hours; prerequisites, co-requisites, or advisories; catalog description; objectives and scope of content in terms of a specific body of knowledge; and methods of determining whether those objectives have been met.

## 6.12 Definition of Credit Courses (continued)

- i. The number of semesters for which a credit course may be designated as "may be repeated for credit" shall conform to Education Code and Title 5.
  - j. Credit courses must meet Education Code and Title 5 requirements.
2. Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts. The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.
3. Credit courses shall be administered through the Office of Instruction at each College.

## Hours and Units Calculations

### San Mateo County Community College District Hours/Units Language

(Approved by the SMCCCD District Curriculum Committee May 2016)

The Colleges of the San Mateo County Community College District (SMCCCD) have aligned their practice regarding credit hour calculations in accordance with the California Community Colleges Chancellor's Office *Hours and Units Calculations* document (October 2015).

#### 1. Credit Hour Calculations

Colleges within the San Mateo County Community College District (SMCCCD) follow the standards for credit hour calculations outlined in Title 5 §§55002.5, 55002(a)(2)(B), and 55002(b)(2)(B) and guidelines set forth by the California Community Colleges Chancellor's Office (CCCCO) for courses not classified as cooperative work experience. As outlined by the CCCCCO in its Hours and Units Calculations Memo (October 2015), the total of all student learning hours for a course (in-class lecture, lab, activity, clinical, TBA + outside-of-class hours) is divided by the hours-per-unit divisor to give the units of credit for a course:

$$\frac{\text{[Total Contact Hours + Outside-of-class Hours]}}{\text{Hours-per-unit Divisor}} = \text{Units of Credit}$$

For colleges in the SMCCCD, the hours-per-unit divisor used in this calculation is 48-54. As a result, a course of a given unit value will have a range of total student learning hours, expressed as a minimum and maximum. The minimum and maximum hours associated with that course will be listed on the Course Outline of Record (COR) (e.g., a 3-unit lecture course will be listed as having a minimum of 48 student learning hours and a maximum of 54 student learning hours per semester). Courses in the SMCCCD are required to remain within the student learning hours range listed on the COR.

For examples of the student learning hours ranges associated with each unit level, please refer to the *Minimum/maximum hours per unit and FLC* chart shown below. This chart is intended to assist faculty in calculating the minimum and maximum semester hours for a course based on units and type of course. Please see the appendix of the current AFT 1493 contract for more information on FLCs.



<b>LECTURE UNITS</b>	<b>FLC's (see note below)</b>	<b>FTE</b>	<b>Minimum Hours (@ 16 hours)</b>	<b>Maximum Hours (@ 18 hours)</b>
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FLC's= Total minimum hours ÷ 16 weeks  
(See contract for English Composition Classes)

0.5	0.5	FLC's	0.03	8	to	9	Hours
1.0	1.0	FLC's	0.07	16	to	18	Hours
1.5	1.5	FLC's	0.10	24	to	27	Hours
2.0	2.0	FLC's	0.13	32	to	36	Hours
2.5	2.5	FLC's	0.17	40	to	45	Hours
3.0	3.0	FLC's	0.20	48	to	54	Hours
3.5	3.5	FLC's	0.23	56	to	63	Hours
4.0	4.0	FLC's	0.27	64	to	72	Hours
4.5	4.5	FLC's	0.30	72	to	81	Hours
5.0	5.0	FLC's	0.33	80	to	90	Hours

<b>LAB UNITS</b>	<b>FLC's (see note below)</b>	<b>FTE</b>	<b>Minimum Hours (@ 48 hours)</b>	<b>Maximum Hours (@ 54 hours)</b>
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FLC's= Total minimum hours x FLC's/hour ÷ 16 weeks  
\*\*See Faculty Load Credit Allocation, Appendix F of Faculty Contract.

<b>LAB (@.7)</b>							
0.5	1.05	FLC's	0.07	24	to	27	Hours
1.0	2.10	FLC's	0.14	48	to	54	Hours
1.5	3.15	FLC's	0.21	72	to	81	Hours
2.0	4.20	FLC's	0.28	96	to	108	Hours
2.5	5.25	FLC's	0.35	120	to	135	Hours
3.0	6.30	FLC's	0.42	144	to	162	Hours

<b>LAB (@.75) - P.E. ACTIVITY CLASSES</b>							
0.5	1.13	FLC's	0.08	24	to	27	Hours
1.0	2.25	FLC's	0.15	48	to	54	Hours
1.5	3.38	FLC's	0.23	72	to	81	Hours
2.0	4.50	FLC's	0.30	96	to	108	Hours
2.5	5.63	FLC's	0.38	120	to	135	Hours
3.0	6.75	FLC's	0.45	144	to	162	Hours

<b>LAB (@.8)</b>							
0.5	1.20	FLC's	0.08	24	to	27	Hours
1.0	2.40	FLC's	0.16	48	to	54	Hours
1.5	3.60	FLC's	0.24	72	to	81	Hours
2.0	4.80	FLC's	0.32	96	to	108	Hours
2.5	6.00	FLC's	0.40	120	to	135	Hours
3.0	7.20	FLC's	0.48	144	to	162	Hours

## 2. Instructional Categories

Courses offered at colleges in the SMCCCD fall into two instructional categories: lecture and laboratory. The ratio of in-class to outside-of-class hours per unit of credit for each of these instructional categories is as follows:

Instructional Category	In-class hours/unit	Outside-of-class and/or TBA hours/unit
Lecture	1	2
Laboratory	3	0

Outside-of-class hours can also be offered as To Be Arranged (TBA) hours, and these count toward the total student learning hours for the course.

## 3. Unit Increments Issued

Colleges within the SMCCCD award units in 0.5-unit increments.

## 4. Cooperative Work Experience

Colleges in the SMCCCD award units for cooperative work experience according to CCCC guidelines. 75 hours of paid work or 60 hours of non-paid work is equal to 1 unit of semester credit.

## References

California Community Colleges Chancellor's Office (October 2015) *Hours and units calculations*. Retrieved from <http://extranet.cccco.edu/Portals/1/AA/Credit/2015/HoursandUnitsCalculationsforCreditCoursesInstructions.pdf>

Walker, P.D. (October 2015) *Policy change for hours and units calculations for credit courses*. Retrieved from [http://extranet.cccco.edu/Portals/1/AA/Credit/2015/AA-26\\_PolicyChange\\_HoursandUnitsCalcsCreditCoursesMemo.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2015/AA-26_PolicyChange_HoursandUnitsCalcsCreditCoursesMemo.pdf)