

UNITS/HOURS

The Carnegie unit formula applies to all credit courses offered by the college, whether degree applicable or not applicable to the associate degree. **This formula directly relates to instructional assignments, both in and out of class.** The sole exception to this formula is for internship or work experience courses which are governed by a separate section of law.

The Carnegie formula requires three hours of work per week by the student, either in or out of class, for the duration of the term. Three hours of weekly work—whether lecture, laboratory and/or homework—is assigned a value of one unit. One lecture hour equals one unit as it is presumed that the lecture format will require at least two hours of study outside the classroom. Three hours of laboratory is commonly equated to one unit because it is acknowledged that most work will occur in the classroom.

The curriculum committee expects course outlines to specify units and hours as if each course were intended to be offered for a full term (semester calendar equals a minimum of 17.5 weeks). Once the hours and units conform to the formula and the course is approved, faculty are free to schedule the course however they deem it as most appropriate for the students being served. That is, offering a course on a weekend or for eight weeks is a scheduling issue to be managed through the schedule of classes, rather than a course outline issue managed by the curriculum committee and the college catalog.

The Carnegie unit formula is applied as follows:

For a minimum of 17.5 weeks,

1 class lecture hour weekly + 2 study hours weekly	= 1 unit
3 classroom laboratory hours weekly	= 1 unit

Applying this formula to a typical college course, a student enrolled in a one-unit lecture course would spend a minimum of 17.5 hours in class (1 lec hr/wk X 17.5 wks=17.5 hrs) and would study 35 (2 hrs/wk X 17.5 wks = 35 hrs) hours out-of-class. So, the total hours committed to this one-unit course is 52.5 hours (17.5+35=52.5).

Internship or work experience courses are subject to different formula. The applicable law requires more hours per unit, and assigns these hours to two groups of students: those who are volunteers or unpaid and those who are paid to work. This formula is applied as follows:

Unpaid volunteers:	60 hours per semester = 1 unit
Paid workers:	75 hours per semester = 1 unit

Summary of VCCCD based on 17.5 weeks

0.5 unit of lecture/lab/activity	= 26.25 hours	1 unit of lecture/lab/activity	= 52.5 hours
1.5 units of lecture/lab/activity	= 78.75 hrs	2 units of lecture/lab/activity	= 105 hrs
2.5 units of lecture/lab/activity	= 131.25 hrs	3.0 units of lecture/lab/activity	= 157.5 hrs
3.5 units of lecture/lab/activity	= 183.75 hrs	4.0 units of lecture/lab/activity	= 210 hrs
4.5 units of lecture/lab/activity	= 236.25 hrs	5.0 units of lecture/lab/activity	= 262.5 hrs
5.5 units of lecture/lab/activity	= 288.75 hrs	6.0 units of lecture/lab/activity	= 315 hrs