

# ACADEMIC SENATE – NOV. 2, 2023 - APPROVED



VICTOR VALLEY COMMUNITY  
COLLEGE DISTRICT

**ADMINISTRATIVE PROCEDURE**  
Chapter 4, Instruction

## **AP 4024      Units-to-Contact-Hour Relationship**

Victor Valley College establishes the following relationships between the number of units assigned to a given course and the number in the course outline:

For each 1 unit credit a minimum of:

- 18 lecture contact hours plus a minimum of 36 additional hours of related independent student work (total of 54 to 78 hours) OR
- 54 laboratory or activity contact hours.

The exception shall be:

- Work Experience and internship courses, which shall award credit in compliance with Title 5 specifications under section 55256.5 as follows: 1 unit for each **54 hours of paid or unpaid work** ~~75 hours of paid work OR 60 hours of unpaid work.~~

As course contact hours increase, additional credit shall be awarded in half unit increments per the above standards. In addition, a course shall not be offered for zero (0) units.

### **References:**

Title 5 Section 55002.5 and 55256.5;  
Program and Course Approval Handbook (California Community Colleges)

Approved by Academic Senate Nov. 2, 2023