**Hours to Units for 17.5 Week Semester**

The standard is 3 student learning hours for one unit of credit. The COR lists hours based on the type as shown below.

**Lecture Hours**: 2 hours of homework are expected for each hour listed in class. Table shows only in-class hours.

**Lab Hours**: No homework is expected so all hours take place in-class as listed on the table. (Note: science labs and clinicals are an exception, since they traditionally have some homework that does not count toward units.)

**Work Experience Hours**: these are only for on-the-job hours - in no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education.

### How to Calculate Hours

Not Shown in Tables

- If hours fall between units, **round down** to the nearest half unit.

**Example**:

40 lecture hrs. = 2.0 units

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If calculating combined lecture/lab hours for a single course:

1. Calculate exact units for each type of hours (using 2 decimals);
2. Add the units;
3. Round down.

**Example**:

- Lecture
  - 25 hrs. / 17.5 = 1.43 units
- Lab
  - 115 hrs. / 52.5 = 2.19 units
- 1.43 + 2.19 = 3.62
- 25 Lecture + 115 Lab hrs. = 3.5 units

### Lab with Homework (aka Activity)

This category is only used if pre-approved for a department. The ratio is 2 hours in-class and 1 hour of homework per unit. The table shows in-class hours.

<table>
<thead>
<tr>
<th>Lab w/ Homework</th>
<th>35 Hours = 1 unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Units</td>
</tr>
<tr>
<td>17.5</td>
<td>0.5</td>
</tr>
<tr>
<td>35</td>
<td>1</td>
</tr>
<tr>
<td>52.5</td>
<td>1.5</td>
</tr>
</tbody>
</table>

* Reference: [Program and Course Approval Handbook](#)

CCSF Curriculum Committee

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