

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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**BP 4023 Hours and Units**

**Reference(s):**

Title 5 Sections 55002, 55002.5, 55256.5  
Code of Federal Regulations: 34 CFR 668

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At Rancho Santiago Community College District, 54 total student learning hours is equivalent to 1 unit of credit and the minimum unit increment is 0.5.

Title 5 (§55256,5) provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

See also Administrative Regulation AR 4023.

**Adopted: September 10, 2018**