

# How to Calculate: Credit Units / Class Time / Course Classifications/ Faculty Workload

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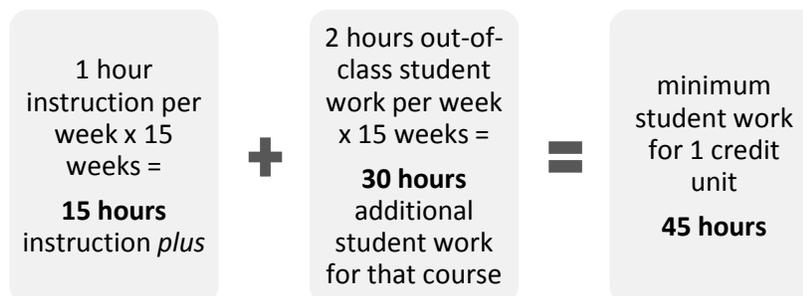
**A Student Credit Unit (SCU) is defined by the US Department of Education, WASC, the CSU, and HSU as follows:**

...a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

**Accordingly, 1 SCU equates to about 45 hours (minimum) of student work:**



**This is the foundation underpinning the relationships among SCUs, class time, course classifications, and faculty workload.**

**Three credit units** require students to work on that course for about **135 hours (45x3)** in some combination of class/instructional time and independent time.

**Four credit units** require students to work on that course for about **180 (45x4)** hours in some combination of class/instructional time and out-of-class time.

**This definition does not vary with instructional mode. Note also that the definition is for a *minimum* amount of student work per credit ('no less than').**

## “Class” time (faculty contact time/instructional time)

While the minimum amount of time students should be spending per unit of credit should be around 45 hours or so regardless of instructional mode, the proportion of that time spent in contact with the instructor (“contact time”) does vary. In the CSU, the proportion of faculty contact time or instructional time expected depends on the mode of instruction as indicated by the course classification (c-class) or supervision category (s-factor).

Course classification	“Class” time (faculty contact time/ instructional time)	Minimum <b>out-of-class</b> <b>additional</b> student work for that course	total student work per 1 credit unit
<b>C-1, C-2, C-3, C-4, C-5, and C-6</b> (lecture/seminar/ discussion-type instruction)	1 hour per week x 15 weeks  <b>15 hours plus</b>	2 hours per week x 15 weeks  <b>at least 30 hours</b>	<b>= 45 hours</b>
<b>C-7, C-8, C-9, C-10, C-11, C-12, C-13, C-14</b> (activities)	2 hours per week x 15 weeks  <b>30 hours plus</b>	1 hour per week x 15 weeks  <b>at least 15 hours</b>	<b>= 45 hours</b>
<b>C-15, C-16, C-17</b> (labs and clinicals)	3 hour per week x 15 weeks  <b>45 hours</b>	instruction should constitute most if not all of the student time spent working on the course	<b>= 45 hours</b>
<b>C-18, C-19, C-20, C-21</b> (sports or musical performance)	3 hour instruction per week x 15 weeks  <b>45 hours</b>		<b>= 45 hours</b>

Courses classified as C-78 or C-77 (non-traditional instruction) – see below, under “Faculty Workload”.

“Supervision” courses are also classified based upon the amount of faculty instructional time required per week, but the instructional time is one-to-one with each student, not as groups in the classroom.

Course classification	Average faculty individual time with each student per week	<b>additional</b> student work for the course*	total student work per 1 credit unit
S-1	$\frac{3}{4}$ hour per week x 15 weeks <b>11.25 hours plus</b>	student time spent on work for the course <b>at least 33.75 hours</b>	<b>= 45 hours</b>
S-2	1 hour per week x 15 weeks <b>15 hours plus</b>	student time spent on work for the course <b>at least 30 hours</b>	<b>= 45 hours</b>
S-3	1 $\frac{1}{2}$ hours per week x 15 weeks <b>22.5 hours plus</b>	student time spent on work for the course <b>at least 22.5 hours</b>	<b>= 45 hours</b>
S-4	2 hours per week x 15 weeks <b>30 hours plus</b>	student time spent on work for the course <b>at least 15 hours</b>	<b>= 45 hours</b>
S-5	3 hours per week x 15 weeks <b>45 hours</b>	instruction should constitute most if not all of the student time spent working on the course	<b>= 45 hours</b>

\* The rest of the student time spent on work for that course (to total about 45 hours per credit for the semester) is outside of those meetings.

## Faculty Workload (“K-factor”)

In the CSU, the faculty workload allocated for a course is determined by the C-classification or S-factor of a course (plus any ‘excess enrollment’ allocation that may be carried by a large lecture course) and total number of student credit units for the course.

For most courses with C-classifications, the WTUs assigned to a course are calculated by multiplying the student credit units by the K-factor for that course classification:

K=1 for C-1 through C-6	(a 3-unit course would be $3 \times 1 = 3$ WTUs)
K=1.3 for C-7 through C-14	(a 3-unit course would be $3 \times 1.3 = 3.9$ WTUs)
K= 1.5 for C-15	(a 3-unit course would be $3 \times 1.5 = 4.5$ WTUs)
K= 2 for C-16 and C-17	(a 3-unit course would be $3 \times 2 = 6$ WTUs)
K=3 for C-19, C-20, C-21	(a 3-unit course would be $3 \times 3 = 9$ WTUs)
K=6 for C-18	(a 3-unit course would be $3 \times 6 = 18$ WTUs)
N/A for C-78 and C-77**	(see below)

\*\*C-78 (for state-support classes) and C-77 (for self-support classes) are used for credit-bearing “non-traditional instruction” and do not carry a K-factor. Instead, the workload is assigned – typically, these are courses in which the actual instruction is provided by someone or something other than the faculty of record (e.g., computer-based language lab activities, completion of which is conveyed electronically to the faculty of record; or theatre scenery learning/construction activities guided by the student designer in consultation with the faculty of record; or structured supplemental instruction led by peer mentors trained and supervised by the faculty member of record). The faculty of record is assigned a level of workload that is appropriate, and that workload is recorded as code-15 “non-traditional instruction” assigned time instead of as non-instructional or regular instructional time.

Two important caveats: first, C-78 and C-77 should not be used to circumvent the k-factor carried by a classification that would better fit the course. Second, the assigned workload must be built into the course itself, just as it is with a more traditional c-class or s-factor; it should not be negotiated on a semester-by-semester or instructor-by-instructor basis. HSU requires that a course proposing to use C-78 or C-77 be accompanied by an MOU from the college dean stating the amount of workload that will be assigned for the course. As with all the other classifications, the amount of credit that students earn for a C-78 or C-77 course depends on the amount of work expected of them, in alignment with the definition of the SCU above.

And, finally, note that any course with negotiated workload must be classified as C-78 if state-supported or C-77 if self-support. If a course has an established S-factor or C-class, the workload will automatically register accordingly on the APDB, in addition to any other workload assigned for the course that semester.

For S-factor (supervision) courses, the credit units do not affect faculty workload; instead, workload is assigned according to the number of students supervised:

S-1	.25 WTU per student
S-2	.33 WTU per student
S-3	.5 WTU per student
S-4	.667 WTU per student
S-5	1 WTU per student