Administrative Regulation
Chapter 4 – Academic Affairs

AR 4020.1 CREDIT HOUR

The Curriculum Committee reviews all credit courses for compliance with credit hour calculations in accordance with Title 5 and Chancellor's Office policy.

- Title 5 (§55002.5 (e)) allows credit hours to be awarded in increments of one unit or less. At Santa Monica College, the minimum unit of credit that may be awarded is .5 units.

- Title 5 (§55002.5 (a)) defines one credit hour of community college work (one unit of credit) as a minimum of 48 hours of total student work, which may include inside and outside-of-class hours.

- The Chancellor's Office uses the following formula for determining units of credit for each course: (Total Contact Hours + Outside-of-class-hours) / Hours-per-unit-Divisor.

    - The hours-per-unit-divisor at Santa Monica College is 54.

The ratios of in-class to outside-of-class hours for each type of instructional activity shall be determined as follows:

Instructional Method	Units	In-class Hours	Outside-of-class Hours
Independent Study	1	0	54
Lecture	1	18	36
Laboratory	1	54	0

New Administrative Regulation:
Approved by Academic Senate: 10/13/2026
Approved by Senior Staff: 10/20/2026
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