

## DETERMINING UNIT VALUE FOR YOUR COURSE: CAMPUS GUIDELINES

The text below is from the *Academic Senate Policy on Course Approval Procedures* & can be found at: <http://academic-senate.berkeley.edu/committees/coci/course.html>

### Section II. UNIT VALUE

Academic Senate Regulation 760. The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent.

Senate Regulation 760 prescribes that a student do three hours' work per week per term for each unit of credit received. It does not specify how to secure this relationship in terms of class contact hours. The Committee on Courses of Instruction has developed the following guidelines for relating unit value to course format. The guiding rule has been that 45 hours of work per term equals one unit of credit.

*A. Lecture and Seminar Classes.* One unit is assigned for one hour of lecture or seminar per week per semester. For courses whose format differs from the 15 week semester, one unit is assigned for 15 hours of lecture or seminar per term. Each hour of lecture or seminar is expected to require two additional hours of work (reading, writing, and problem assignments, discussion sections, etc.).

*B. Laboratory Courses or Their Equivalent.* One unit is assigned for each three hours of laboratory or its equivalent (workshop, studio, fieldwork, independent study, etc.).

*C. Additional Units ("Floating Unit").* An additional unit of credit may be requested for courses that demand extensive reading, writing or other work. All proposals for increased unit values above that justified by the contact hours (A and B above) must be specifically justified for each course affected. Specific justification for the additional unit implies that the student is expected to have to dedicate time beyond the "normal" 45 hours per unit expected by AR 760. Thus, instructors should keep in mind that an additional unit, represents, on average, 45 additional hours of work required to be done by a student in the course of the semester. In justifying an additional unit, an instructor must explain how students will have to commit this additional time to the course (e.g., extra readings, extra assignments, or discussion sections). This requirement went into effect in March 1994 and is applied to all new courses and all new requests for changes in unit value or course format.

*D. Courses with variable credit.* Courses which are listed for variable units must specify how unit value will be assigned. Such assignment can be accomplished by statements similar to "one hour of lecture per week per unit" or "three hours of work per week per unit", or, for non-15 week offerings, "Forty-five hours of work per unit per term."

Major changes to existing courses: Should a request to change an existing course title and description be submitted which substantially alters the existing course, the course, at the Committee's discretion, may be treated as a new course. Such a course submission therefore should follow steps outlined above under I. Documentation Needed for the Approval of New Courses.