**Discussing High Unit Course Values**

This handout is designed to guide discussions in each of the departments when evaluating courses that have higher than normal units. The California Community College Chancellor’s Office has established that “normal” unit values are generally defined by C-ID descriptor minimums, local transfer institution equivalents (e.g., CSU Bakersfield and CSU Fresno) or starting with a Carnegie lecture unit framework (i.e., 3 units). Listed below are questions/considerations that have been echoed repeatedly at all levels of the approval chain. When requesting higher than established unit count please complete the High Unit Justification form (page 2) and attach it to the Course Outline of Record (COR) in CurricUNET using the “Attached Files” tab.

1. Is the curriculum attempting to cover and assess more material than the equivalent class offered at transfer schools or state vetted C-ID descriptors? If so, why?

2. Is the class conducting review/catch up and “homework” time that students should be doing outside of class? Keep in mind, students are expected to complete 2 hours of homework per unit per week (e.g., 3 units = 6 hours of homework per week).

* If so, is this really justifiable in the Carnegie “lecture” unit framework?

3. Is there evidence that this extra effort is actually resulting in more student success?

• If yes, do the results merit the quantity of extra efforts and resources being allocated to achieve this goal?

• If no, should energy be used elsewhere to achieve the desired results?

• Are there alternative ways of providing support such as supplemental instruction?

4. Please consider the impact of high unit value on other areas of a student’s academic life.

• Absorbs more units available to students for financial aid (even when they drop with a “W” in the course).

• Makes it harder for students to schedule a “full-load” of courses in a given semester (this issue is compounded by our compressed calendar and compressed weekly schedule in KCCD district).

• Makes it harder for students to maintain and/or gain employment as a result of more hours required in class.

**High Unit Course Justification**

Please complete the form and attach it to the COR in CurricUNET using the “Attached Files” tab.

**Course (Number & Title):**

**Transfer-Level Course (yes / no):**

**Norm Unit Value (C-ID minimum, Assist agreement with CSU or UC, other):**

**Local Unit Value:**

**Justification:** What is the need for and/or benefit of allocating additional units? (If more than one, please list/number separately throughout this document.)

**Support Data:** Success rates, state and/or other mandates/requirements. (For example, success rates for the equivalent course at other colleges with the C-ID minimum units vs. the BC success rates before the number of units was increased if the change in units was made less than 10 years ago. Please note that a list of one or two schools out of 112 that also have high units is not independent justification to warrant high units.)

**Sources:** For example, if it is required by Title 5, or other regulatory mandates, then include the section numbers and text used.