

MCCCD Curriculum Handbook Reference

Course Load Formulas

1. Load Formula A: Apprenticeship

Acronym-Definition: A

Formula: Workload = Instructor Contact Hours

Explanation: Workload equals (number of Instructor Contact Hours assigned to the course).

2. Load Formula C: Co-Op

Acronym-Definition: C

Formula: Workload = (ENROLLED + WITHDRAWN) x .25

Explanation: Workload equals (number of enrolled students plus students who withdrew) multiplied by .25.

3. Load Formula E: P.E. Activities

Acronym-Definition: E

Formula: Workload = Instructor Contact Hours x .75

Explanation: Workload equals (number of Instructor Contact Hours for the course multiplied by .75)

4. Load Formula F : Field Trip #1

Acronym-Definition: F

Formula: Workload = Minimum Units

Explanation: Workload equals (number of minimum units)

5. Load Formula G: Field Trip #2 (Summer)

Acronym-Definition: G

Formula: IF Instructor Contact Hours > 5.0

Load = 1 + .17 x (Instructor Contact Hours – 5.0)

If Instructor Contact Hours < or = 5.0

Workload= Instructor Contact Hours

Explanation: If the Instructor Contact Hours for the course are greater than 5.0, Workload Hours equal one plus .17 multiplied by (the instructor contact hours for the course minus 5.0).

6. Load Formula H: Field Trip #2 (Fall/Spring)

Acronym-Definition: H

Formula: Instructor Contact Hours > OR = 5.0, Workload Hours = 1.0

IF Instructor Contact Hours < 5.0,

Workload = Instructor Contact Hours x .2

Explanation: If the Instructor Contact hours for the course greater than or equal to 5.0, the Load equals 1.0. If the Instructor Contact hours for the course are less than 5.0, the workload equals the Instructor Contact hours for the course multiplied by 2.

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7. Load Formula L: .1 Load hours per credit per student

Acronym-Definition: L

Formula: Workload = Enrolled x .1 x MINIMUM-CREDIT x overload

Rate. Note: Overload rate is not defined in SIS. All classes must be manually calculated.

Explanation: Workload equals (students enrolled multiplied by .1, then the product multiplied by the credits for the course, then the product multiplied by the overload rate).

8. Load Formula P: .04 Loaded

Acronym-Definition: P

Formula: Workload = (ENROLLED + WITHDRAWN) x .04 x MINIMUM-CREDIT

Explanation: Workload equals (number of students enrolled plus number of students who withdrew) multiplied by .04, the product then multiplied by the credits for the course.

9. Load Formula S: Standard Load

Acronym-Definition: S

Formula: Workload = MINIMUM-CREDIT + (.7 x (Instructor Contact Hours – Minimum Credit))

Explanation: Workload equals (credit for the course plus (.7 multiplied by the difference from (instructor contact hours for the course minus credits for the course))

10. Load Formula Z: Zero Load

Acronym-Definition: Z

Examples of Standard Instructor Load Formula Calculations

Standard instructor load is calculated according to the following formula:

Credits + [.7 x (periods - credits)] =

For example:

PFT112 Plumbing I 5 credits 7 periods
Workload = 5 + [.7 x (7-5)] = 5 + (.7 x 2) = 5 + 1.4
Workload = 6.4

ENG101 Freshman English 3 credits 3 periods
Workload = 3 + [.7 x (3-3)] = 3 + (.7 x 0)
Workload = 3.0

A variation of the same formula is provided as an option:

Workload = [(Instructor Contact Hours - credits) x .7] + Credits