

LOAD FACTOR CALCULATION TABLE  
Office of Instruction Institutional Research

	Category A Standard Lecture	Category B High Load Lecture	Category 1 Lab Heavy Load	Category 2 Lab Physical Activity	Category 3 Lab Standard	Clinic Lab	Non-Credit
Hours	Load	Load	Load	Load	Load	Load	Load
0.5	0.011	0.013	0.011	0.008	0.008	0.007	0.008
1	0.022	0.025	0.022	0.017	0.016	0.014	0.015
1.5	0.033	0.038	0.033	0.025	0.024	0.021	0.023
2	0.044	0.050	0.044	0.033	0.032	0.028	0.030
2.5	0.056	0.063	0.056	0.042	0.040	0.035	0.038
3	0.067	0.075	0.067	0.050	0.048	0.042	0.045
3.5	0.078	0.088	0.078	0.058	0.056	0.049	0.053
4	0.089	0.100	0.089	0.067	0.063	0.056	0.061
4.5	0.100	0.113	0.100	0.075	0.071	0.063	0.068
5	0.111	0.125	0.111	0.083	0.079	0.069	0.076
5.5	0.122	0.138	0.122	0.092	0.087	0.076	0.083
6	0.133	0.150	0.133	0.100	0.095	0.083	0.091
6.5	0.144	0.163	0.144	0.108	0.104	0.090	0.098
7	0.156	0.175	0.156	0.117	0.111	0.097	0.106
7.5	0.167	0.188	0.167	0.125	0.119	0.104	0.114
8	0.178	0.200	0.178	0.133	0.127	0.111	0.121
8.5	0.189	0.213	0.189	0.142	0.135	0.118	0.129
9	0.200	0.225	0.200	0.150	0.143	0.125	0.136
9.5	0.211	0.238	0.211	0.158	0.151	0.132	0.144
10	0.222	0.250	0.222	0.167	0.159	0.139	0.152

**Lecture Calculations:**

**Category A Lecture:** Calculation: Full-time=15 hrs per week. 15 hrs per wk x 3 qtrs=45 hr base; Load=Hrs/45  
Courses with a max class size of 40 or fewer, excluding ENGL/ESLL/CRWR composition courses & screenwriting courses (De Anza)

**Category B Lecture:** Calculation: Full-time=13.33 hrs per week. 13.33 hrs wk x 3 qtrs=40 hr base; Load=Hrs/40  
Max class size of 50 or more **OR** ENGL/ESLL/CRWR composition courses & F/TV screenwriting courses at De Anza with smaller class sizes. This is for "lecture only" courses. If there is a 50 seat count but the course has lecture & lab, Category A load is used for the lecture.

**Laboratory Calculations:**

**Category 1 Lab:** Calculation: Full-time=15 hrs per week. 15 hrs per wk x 3 qtrs=45 hr base; Load=Hrs/45

**Category 2 Lab:** Calculation: Full-time=20 hrs per week. 20 hrs per wk x 3 qtrs=60 hr base; Load=Hrs/60

**Category 3 Lab:** Calculation: Full-time=21 hrs per week. 21 hrs per wk x 3 qtrs=63 hr base; Load=Hrs/63

**Clinic Lab:** Calculation: Full-time=24 hrs per week. 24 hrs per wk x 3 qtrs=72 hr base; Load=Hrs/72

**Apprenticeship:** Calculation: total course hours x .0015

**Non-Credit:** Calculation: Full-time=22 hrs per week. 22 hrs per wk x 3 qtrs=66 hr base; Load=Hrs/66

**Basic Skills Class Size:**

As per the MOU of August 6, 2015, the maximum class sizes have been established for both campuses:

- Basic Skills Math = 35 seats
- Transfer level Math = 40 seats
- Basic Skills English & ESL = 25 seats
- Transfer level English & ESL composition = 30 seats

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**Definitions & Additional Information**

**Category 1 Lab:**

Students and faculty required to do a high level of out-of-class work that is specific to the lab and is distinct from lecture activities and/or assignments. Faculty/Students engage in most of the following activities:

- writing: this includes papers, pre- and post-lab activities and lab reports.
- quizzes/exams (graded by faculty) related specifically to lab content. These are separate from lecture quizzes/exams.
- preparation and/or tear down of labs required by faculty.
- lab activities generate weekly grading for faculty that is distinct from lecture assignments.

**Category 2 Lab:**

Faculty members are required to perform the physical activity with their students and a minimal amount of out-of-class work assigned/graded.

**Category 3 Lab:**

Students and faculty complete the majority of work during the lab period. Assessment of student work is partially completed during the lab period. Weekly lab activities are often part of a multi-week or term-spanning project. Time required for lab set-up/tear down is minimal. Labs not in Category 1 or 2 fall into this category.

**Clinic Laboratory:**

This category has not changed as of Fall 2015 but will be reviewed in future Load Task Force discussions.

**Laboratory Categories by Department**

**Category 1 (wkly hrs/45)**

Physical Anthropology (ANTH 1L & 1HL)  
Astronomy  
Biology  
Chemistry  
EMR\* 50  
EMT\* 50, 51 & 203  
EMTP\* 60B, 61B & 62B  
Engineering  
Physical Geography (GEOG 1, 12)  
Geospatial Technology (GIST 12, 52, 53, 58, 59)  
MATH 230, 235 (Math My Way)  
Pharmacy Tech (PHT 52A, 52B, 53, 56A, 56B & 61)  
Physics  
Respiratory Therapy (RSPT 50A, 51C, 60C & 61B)  
Vet Tech (V T 54A, 54B, 55, 56, 70, 72, 75A, 75B, 75C, 81, 84, 85, 87A & 87B)

*\*EMR, EMT & EMTP changing to EMS in summer 2017*

**Category 2 (wkly hrs/60)**

Athletics  
Dance  
Kinesiology  
PHDA  
PHED

Effective Fall 2015 (updated 1/27/17)

**Category 3 (wkly hrs/63)**

Adaptive Learning (all but adaptive PE)  
Allied Health (unless listed by course in another Category)  
Art & Art History  
Child Development  
Communications  
Computer Science  
Counseling  
Creative Writing  
Fire Science (JFS)  
Graphic Design  
Health  
Horticulture  
LINC  
Media Studies  
Music  
Music Technology  
Nanotechnology  
Photography  
Psychology  
Sociology  
Special Education  
Theatre  
Women's Studies

MOU dated 8/6/2015