

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	B-III	Effective Date	09/24/2018
Subject:	Continuing Education Units (CEU)		
Source:	Vice President, Instruction and Student Engagement		
Approval Authority:	President	Approval Date	09/24/2018
History:	Previously effective 09/24/2018, replaced policy dated 09/22/2016		
Remarks:	Policy updated to new format.		

Continuing Education Units (CEU) are awarded to persons successfully completing various non-credit classes sponsored by McLennan Community College. A CEU represents ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction. The CEU is a means of recording and accounting for the various Continuing Education activities in which one engages over a period of time. For many career professionals, the CEU is used to maintain credentials, to justify promotions, and to document the training program.

CEU's have been awarded and recorded at McLennan Community College since September, 1976. There can be no retroactive conversion of course completions into CEU's for courses completed prior to that date.