



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Course Credit Information	EGA - I	2	8/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
E – Instruction	Academic Achievement: Grading and Credit	EGA	8/26/2025

## PROCEDURE

### Credit Hour

In accord with federal regulations, a Credit Hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates semester credit hours.

### Semester Credit Hour

The semester credit hour is the unit of credit and is defined as the amount of credit given for one hour of classroom time, direct faculty engagement with a student, and/or effort required from the student per week, be it in a traditional classroom setting or online, for a 16-week period or the equivalent amount of engagement over 3, 6 or 8-week course periods. A lecture class meeting three hours a week, therefore, counts as three semester credit hours. With varying lengths of course offerings (3, 6, or 8-weeks), meeting times will be adjusted to reflect the equivalent of a three hour per week over 16-weeks.

Laboratory work may add a semester credit hour to a course. In general, three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation. Field experience also may add semester credit hours to the course value. In general, four to six hours of field experience are equivalent to one hour of lecture.

### Continuing Education Units

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.

### **College Credit for Less than Semester Length Courses**

Less than semester length college credit courses may be taught when they can meet specific student needs and student course mastery can be achieved.

In all cases, courses shall meet for the number of contact hours for which they have been approved. Census dates shall follow Coordinating Board rules. Drop and withdrawal dates shall be designated prior to the course offering and shall be based on a ratio to semester course length. Generally, the maximum number of credit hours allowable per week shall be one.

The Vice President, Instruction shall approve all course offerings of this nature. Normal College procedures such as the assignment of instructors, course exams, administration of student evaluation of instruction instruments, and supervisory classroom observation shall be followed to assure course quality.

Admission to less than semester length courses shall be on the same basis as for other courses.