
Loyola University Policy Documentation	
Process Title: CEU-Credit Conversion	
Author: Uriel Quesada	
Primary Owner: Academic Affairs	
Approval Date:	
Revision Date: NA	
Purpose: Address conversion from Continuing Education Units to Academic Credits	
Related Business Processes: Academics - Curriculum Management; Admissions, Enrollment Management	
Special Security Class(es) Required: NA	
Institutional Units Involved in Process: <ul style="list-style-type: none">● Provost's Office● Colleges● Departments● Registrar's Office● Enrollment Management● Admissions	
Procedures: <ol style="list-style-type: none">1. This CEU policy establishes the criteria and procedures for converting approved Continuing Education Units (CEUs) into academic credits applicable toward a degree or certificate program.	

- Provost's Office
- Colleges
- Departments
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- Enrollment Management
- Admissions

1. This CEU policy establishes the criteria and procedures for converting approved Continuing Education Units (CEUs) into academic credits applicable toward a degree or certificate program.

2. Conversion Rate

CEUs will be converted to academic credit at the rate of 1 CEU = 0.67 Academic Credit.

3. Eligibility and Request Process

Students must request CEU-to-credit conversion at the time of admission to the academic program. The request must include official documentation verifying the CEUs earned, including course descriptions, learning outcomes, and proof of completion.

4. Academic Unit Responsibilities

Each academic unit accepting CEUs for credit must:

- Develop a formal procedure to assess the content, rigor, and learning outcomes of CEU courses.
- Submit the assessment procedure for approval by the Dean of the college. Evaluate the submitted CEU documentation and determine the number of CEUs eligible for conversion.
- Submit a written recommendation to the Dean, including:
 - The number of CEUs to be accepted.
 - Their equivalence in academic credits.
 - Justification based on the assessment procedure.
- Maintain a permanent record of all documentation and decisions related to CEU conversions.

5. Transfer and Residency Limits

No more than 66% of the total credit-bearing program may be fulfilled through CEU-to-credit conversion or any other form of transfer credit. At least 33% of the degree program must be completed through coursework taken within the credit-bearing program.

6. Fees

A non-refundable assessment fee of \$300 will be charged for each CEU-to-credit conversion request.

7. Final Approval

The Dean of the college has final authority to approve or deny the conversion of CEUs to academic credit based on the academic unit's recommendation.