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| Loyola University                                                                                                                                                                                                                                    |  |
| Policy Documentation                                                                                                                                                                                                                                 |  |
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| <b>Process Title:</b> CEU-Credit Conversion                                                                                                                                                                                                          |  |
| <b>Author:</b> Uriel Quesada                                                                                                                                                                                                                         |  |
| <b>Primary Owner:</b> Academic Affairs                                                                                                                                                                                                               |  |
| <b>Approval Date:</b> August 25 <sup>th</sup> , 2025                                                                                                                                                                                                 |  |
| <b>Revision Date:</b> NA                                                                                                                                                                                                                             |  |
| <b>Purpose:</b> Address conversion from Continuing Education Units to Academic Credits                                                                                                                                                               |  |
| <b>Related Business Processes:</b> Academics - Curriculum Management; Admissions, Enrollment Management                                                                                                                                              |  |
| <b>Special Security Class(es) Required:</b> NA                                                                                                                                                                                                       |  |
| <b>Institutional Units Involved in Process:</b> <ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Colleges</li> <li>● Departments</li> <li>● Registrar's Office</li> <li>● Enrollment Management</li> <li>● Admissions</li> </ul> |  |
| <b>Procedures:</b>                                                                                                                                                                                                                                   |  |
| <ol style="list-style-type: none"> <li>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.</li> </ol>      |  |

## **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.