

LOYOLA UNIVERSITY NEW ORLEANS

Criminal Justice Program

Earning Credit Toward Your Degree

In order to graduate from Loyola University New Orleans with a Bachelor of Criminal Justice degree, a student is required to complete a minimum of 120 semester hours, including a minimum of 30 hours at Loyola University (of which at least 24 hours must be in the College of Social Sciences). At least 18 hours of major course work must be completed at Loyola.

Besides completing Loyola courses, credit may be earned in several other ways:

Transfer credit from previous college or university study

During the admission process, an applicant must provide official transcripts from all previously-attended institutions for evaluation, regardless of dates attended or grades earned. Credit that transfers applies toward the Loyola degree but does not affect the Loyola grade point average. Once enrolled at Loyola, a student must obtain the prior written permission of the dean to enroll in courses at another institution.

Credit not requiring classroom attendance (30 semester hours maximum)

Credit by Departmental Examination (Challenge Exam): Loyola recognizes that students, as a result of study or experience, may possess a mastery of the content of certain college courses. Upon successfully challenging the content of a course, one may receive credit for the course or a waiver of a requirement. Departmental exams are governed by specific regulations and require a non-refundable \$200 fee. Credit earned by departmental examination does not affect the Loyola grade point average. Credit by Departmental Examination petition forms are available in the College of Social Sciences office.

Credit from External Examinations: Official results from the College Level Examination Program (CLEP), or its military equivalent, DANTES, may be evaluated for credit based on guidelines printed in Loyola's Undergraduate Bulletin. A \$20 transcript posting fee is required if credit is awarded. Credit from external examinations applies toward the Loyola degree but does not affect the Loyola grade point average.

Credit from Other Sources (Professional Training, military training, specialized activities involving verifiable college-level learning, etc.): With appropriate documentation, these activities may be evaluated for credit. A \$20 transcript posting fee is required if credit is awarded. Such credit will be posted to the Loyola transcript after the student has earned at least 12 semester hours credit at Loyola with at least a 2.000 grade point average. Credit earned from these sources does not affect the Loyola grade point average. Credit applies toward the Loyola degree but does not apply toward the 30 semester hour university residency requirement. Specific details about various types of Credit from Other Sources and a petition form are included in this information packet.

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Evaluation of Professional Training

Subject to the Credit by Examination policy described in Loyola's Undergraduate Bulletin, a student may be awarded up to 18 semester hours credit if he or she has completed an approved police training academy and has been employed as a police officer for at least two years.

How to Apply

1. Complete the Professional Training portion of the attached Petition for Evaluation of Credit from Other Sources, and submit it with all required materials to the Assistant to the Chair of the Criminal Justice Department.
2. Furnish from your academy an official transcript, or letter on official letterhead stationery, verifying your completion of an approved police training academy. The letter or transcript should include the following information: your name and social security number, recruit class number, inclusive dates of your participation, number of training hours completed, and your rank in class (if available). If your academy is not on the approved list, you must submit a copy of the academy's curriculum, which must be evaluated prior to your receiving credit.
3. Provide a letter, on official letterhead stationery, verifying your employment as a police officer for at least two (2) years. This information can be included on the same letter with the Academy information mentioned above or can be sent as a separate letter.

A \$20 posting fee is required for credit earned through evaluation of professional training. The posting fee will be assessed on your tuition account.

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Evaluation of Military Training

Subject to the Credit by Examination policy described in Loyola's Undergraduate Bulletin, a student may be awarded credit for documented military training that has been evaluated by the American Council on Education (ACE).

How to Apply

Complete the Military Training portion of the attached Petition for Evaluation of Credit from Other Sources, and submit it, with a copy of your military records (DD214 or DD295), to the Assistant to the Chair of the Criminal Justice Department.

DO NOT SUBMIT ORIGINAL DD214/DD295

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Evaluation of Specialized Activities Involving Verifiable College-Level Learning

Subject to the Credit by Examination policy described in Loyola's Undergraduate Bulletin, a student may be awarded credit for college-level learning obtained from special workshops, seminars, and other training programs. Such activities must meet the following criteria:

1. The activity must include a minimum of 45 instructional hours.
2. The activity must relate to the criminal justice curriculum.
3. The activity must include assessment of student learning.
4. A Loyola faculty member must evaluate the activity's curriculum.
5. A review of credentials of the activity's instructor may be required.

Credit earned through evaluation of Specialized Activities Involving Verifiable College-Level Learning does not apply toward meeting the university's 30 semester hour residency requirement or for veteran's benefits. Credit applies toward meeting Loyola degree requirements but does not affect the Loyola grade point average. A \$20 transcript posting fee will be assessed on the student's tuition account.

How to Apply

1. Complete the Specialized Activities Involving Verifiable College-Level Learning portion of the attached Petition for Evaluation of Credit from Other Sources, and submit it, with all required documents and materials (see #2, below) to the Executive Assistant to the Chair of the Criminal Justice Department.
2. Supply all relevant course materials: course descriptions, hand-outs, certificates, instructor information, and the like.
3. Provide a typed statement recommending and justifying what credit you are seeking and indicating how you believe these credits should be applied to your degree program.

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PETITION FOR EVALUATION FOR CREDIT FROM OTHER SOURCES

NAME _____ SSN _____

To assure review and evaluation, indicate applicable credit types (by checking YES or NO, below), and submit this petition, along with all supporting documents in a portfolio, to David Aplin, Executive Assistant to the Chair, Criminal Justice Department.

PROFESSIONAL TRAINING

I request that my professional training credentials (attached) be reviewed and evaluated for the purpose of awarding credit.

YES NO

MILITARY TRAINING

I request that my military training records (attached) be reviewed and evaluated for the purpose of awarding credit.

YES NO

SPECIALIZED ACTIVITIES INVOLVING COLLEGE-LEVEL LEARNING

I request that the attached credentials and materials be reviewed and evaluated for the purpose of awarding credit.

YES NO

Be sure to provide a list of all credentials/materials submitted, along with your typed statement recommending and justifying what credit you are seeking and indicating how you believe these credits should be applied to your degree program.

I understand that credit awarded from these sources will be placed on my Loyola transcript only after I have earned at least 12 semester hours credit with at least a 2.000 Loyola cumulative grade point average.

_____ _____
signature of student date

OFFICE USE ONLY:

Professional Training Source _____
From _____ to _____
Employment Requirement met _____ Loyola credit and GPA requirement met _____
 COMMENTS ON REVERSE Information verified by _____

APPROVED TO BE EVALUATED BY FACULTY MEMBER

_____ _____
Associate Dean Date