

LOYOLA UNIVERSITY NEW ORLEANS

Criminal Justice Program

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.