

POLICY

Students may earn credit for prior learning gained through non-traditional or non-college-credit educational experiences, employment, volunteer work, etc., or classroom work at unaccredited* institutions through:

1. Credit By Examination

Credit from unaccredited* institutions and/or credit for work and other appropriate life experiences may be granted for appropriate courses on the basis of examination, with the Department Administrator's approval. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate Department Administrator in accordance with College policy. This policy applies only to fully matriculated students. A fee shall be assessed for each examination as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison College's Examination Program and transfer these to Ocean County College according to College policy #5128. Credit by examination is considered "transfer credit."

2. Challenge Examination

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Only students enrolled in the course may request a challenge examination. Grading will be on a Pass/Fail basis only. Students who successfully complete the challenge examination will be awarded a Pass grade and credit for the course at the end of the semester.

3. Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison College's statewide Testing and Assessment Centers, and a maximum of 18 semester hours may be transferred back to Ocean County College in accordance with College policy #5128.

* Accredited institutions are those that have been accredited by one of the regional institutional accrediting bodies recognized by the American Council on Education. All other institutions are considered unaccredited.

ADOPTED: July 26, 1971

Revised: May 21, 1973

Revised: February 25, 1974

Revised: October 22, 1979

Revised: December 14, 1981

Revised: March 24, 1986

Revised: June 27, 1988

Revised: January 25, 1993

Revised: March 28, 1994

Revised: June 27, 1994

Revised: April 22, 1996

Revised: February 28, 2000

Revised: November 20, 2000

Revised: April 25, 2005

PROCEDURE

CREDIT BY EXAMINATION

The normal expectation is that students will apply for "Credit by Examination" as a way to validate learning accomplished at unaccredited institutions or through work experience. In these cases, documentation such as transcripts or letters of recommendation must be required; exceptions may be granted by the Vice President of Academic Affairs.

A student cannot challenge a course at a lower level than one in which he/she demonstrates competency.

Students may not be eligible for credit by examination on the basis of high school work alone. Although full tuition will not be charged, a fee will be assessed as indicated in Policy #5300: Tuition/Fee Schedule.

A Pass/Fail grade system will be used with a "cr" notation on the transcript to the effect that credit was awarded by examination. Failing grades are not recorded.

The responsibility for conducting "Credit by Examination" shall fall on the academic department, coordinated by the Dean, who shall establish such files of examination as needed.

Examination shall be standardized when possible, including both oral and written portions and practical performance where applicable. Copies of the corrected written examinations and non-written examinations shall be returned to the Vice President of Academic Affairs Office along with the final grade given by the professor.

Incoming students shall be informed of the process at the time of pre-registration interview and discussion of the transfer credit.

After initial screening by the Office of Admissions and Records, students appearing to qualify for "Credit by Examination" shall be referred to the appropriate Department Dean who shall make the final determination regarding student eligibility for an examination.

Deadline for filing should be established by the Office of Admissions and Records enough in advance to avoid last minute demands on instructional departments during orientation and registration week.

ADOPTED: July 26, 1971

Revised: February 25, 1974

Revised: August 27, 1979

Revised: January 13, 1988

Revised: June 27, 1988

Revised: April 30, 1996

Revised: April 25, 2000

Revised: November 21, 2000

Revised: March 29, 2005