

## **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

This policy applies only to fully matriculated students, either full-time or part-time. Credit by examination is considered "transfer credit."

Fully matriculated students can earn credit for what they already know by earning qualifying scores on CLEP tests or through training and educational program evaluations conducted by the National College Credit Recommendation Service (NCCRS), for which OCC has current course equivalencies as recommended by the Deans and approved by the Academic Standards Committee. See Attachment A for the current list of OCC CLEP equivalencies and Attachment B for NCCRS equivalencies.

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. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate Department Administrator. A fee shall be assessed for each examination of this type as indicated in Policy #5300: Tuition/Fee Schedule. Alternatively, students may earn credits through Thomas Edison State University Credit by Exam Program and transfer these to Ocean County College according to College policy #5128.

### 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. Students who successfully complete the challenge examination will be awarded a 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 State University Credit by Exam 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.

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Revised: May 21, 1973  
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Revised: March 24, 1986

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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  
Revised: May 29, 2012  
Revised: February 23, 2017  
Revised: May 28, 2020

## **PROCEDURE**

### CLEP

Fully matriculated students will submit official CLEP score reports to the Registrar for evaluation. Only those tests with corresponding OCC CLEP Equivalencies and appropriate scores will be considered. Credit for valid CLEP results will appear as transfer credit on the students' transcripts. CLEP tests are administered at the OCC Testing Center, but OCC will accept valid CLEP scores from any CLEP testing center. See Attachment A for the current list of OCC CLEP equivalencies.

### CREDIT BY EXAMINATION and CHALLENGE 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/life experiences. 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 tuition will not be charged, a fee will be assessed as indicated in Policy #5300: Tuition/Fee Schedule.

Passing a "Credit by Examination" will result in the course being noted on the student's transcript, including the title of the course, credit value of the course, and a grade of \*P. Failing a "Credit by Examination" is not recorded on the transcript.

The responsibility for identifying or creating the tests used for "Credit by Examination" and "Challenge Examinations" falls on the academic school, and is coordinated by the Dean, who will establish files of examinations as needed.

Examinations will be standardized when possible, including both oral and written portions as well as practical performance where applicable. Copies of the completed and corrected examinations will be provided to the Vice President of Academic Affairs Office along with the final grade given by the professor.

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

Students requesting "Credit by Examination" must complete the appropriate form. After an initial screening by the Office of Registration and Records, students appearing to qualify for "Credit by Examination" will be referred to the appropriate School Dean who will make the final determination regarding student eligibility for an examination. The fully completed and signed form will be the mechanism for the Office of Registration and Records to put credit on the student's record.

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Revised: February 23, 2017

**PROCEDURE****ATTACHMENT A**

Credit for Prior Learning  
CLEP Examinations Accepted at Ocean County College (OCC)  
Retroactive to May 2016

<b>CLEP Examination</b>	<b>CLEP Minimum Score</b>	<b>OCC Courses Awarded</b>	<b>OCC Credits Awarded</b>
Introductory Business Law	50	BUSN 251	3
Principles of Management	50	BUSN 271	3
Principles of Marketing	50	BUSN 134	3
American Literature	50	ENGL 251 or ENGL 252	3
Analyzing & Interpreting Literature	50	ENGL 152	3
English Literature	50	ENGL 253 or ENGL 254	3
College Composition Modular w/o Essay	50	ENGL 151	3
Humanities	50	ARTS 181	3
French Language, Level 1	50	FREN 191 and FREN 192	6
French Language, Level 2	62	FREN 191, FREN 192, FREN 291	9
German Language, Level 1	50	GRMN 191 and GRMN 192	6
German Language, Level 2	63	GRMN 191, GRMN 191, GRMN 292	9
Spanish Language, Level 1	50	SPAN 151 and SPAN 152	6
Spanish Language, Level 2	63	SPAN 151, SPAN 152, SPAN 251	9
Spanish with Writing Level 1	50	SPAN 151, SPAN 152	6
Spanish with Writing Level 2	65	SPAN 151, SPAN 152, SPAN 251, SPAN 252	12
American Government	50	POLI 161	3
History of the U.S. I: Early Colonization to 1877	50	HIST 173	3

History of the U.S. II: 1865 to Present	50	HIST 174	3
Western Civilization I: Ancient Near East to 1648	50	HIST 171	3
Western Civilization II: 1648 to the Present	50	HIST 172	3
Human Growth & Development	50	PSYC 173	3
Introduction to Education Psychology	50	PSYC 275	3
Introductory Psychology	50	PSYC 172	3
Introductory Sociology	50	SOCI 181	3
Principles of Macroeconomics	50	ECON 151	3
Principles of Microeconomics	50	ECON 152	3
College Algebra	50	MATH 165	5
College Mathematics	50	MATH 151 and MATH Elective	6
Pre-Calculus	50	MATH 195	6

ATTACHMENT B

Credit for Prior Learning  
NCCRS Courses Accepted at Ocean County College (OCC)

<b>NCCRS</b>	<b>OCEAN COUNTY COLLEGE</b>
ENG 101 English Composition I	ENGL 151 English I
ECO 102 Macroeconomics	ECON 151 Macroeconomic Principles
BUS 222 Business Communications	BUSN 210 Business Communications
FIN 101 Finance	BUSN 275 Principles of Finance
ACC 101 Principles of Financial Accounting I*	ACCT 161 Principles of Accounting I
ACC 102 Principles of Financial Accounting II*	ACCT 162 Principles of Accounting II

\*In order to receive credit at Ocean County College, both of these courses must be taken. Collectively, they are equivalent to ACCT 161 and 162.

ATTACHMENT C  
Credit for Prior Learning

<b>COOPERSMITH CAREER CONSULTING</b>	<b>OCEAN COUNTY COLLEGE</b>
ACC 301 Intermediate Accounting I	ACCT 261 Intermediate Accounting I

Approved: February 23, 2017  
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