

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 standardized tests or through training and educational program evaluations, as assessed by recognized college-credit recommending services and/or evaluations by other accredited institutions for which OCC has current course equivalencies as recommended by the Deans and approved by the Academic Standards Committee. (See policy attachment)

Credit for learning from unaccredited* institutions and/or 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 as follows: In-house Credit By Examination – Dean or designee of the appropriate school; Standardized Tests – Registrar; Non-Credit to Credit – Executive Director of Workforce and Professional Education or designee. Examinations will be standardized when possible, including both oral and written portions as well as practical performance where applicable. Students will be permitted to take an in-course credit by exam one time only. Students who have previously taken the course for credit at Ocean County College will not be permitted to subsequently take in-house Credit By Examination. A fee shall be assessed for each examination of this type as indicated in Policy #5300: Tuition/Fee Schedule.

2. Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning. The assessments may be done by Thomas Edison State University Office of Prior Learning Assessment/Portfolio, and a maximum of 30 semester hours may be transferred back to Ocean County College in accordance with College policy #5128. Ocean County College, on a case-by-case basis, may conduct Prior Learning Assessment through portfolio evaluation for classes that readily lend themselves to such assessments, as approved by the Vice President of Academic Affairs and the School Dean or their designees.

Portfolio assessment credit is considered "transfer credit." Students will be permitted to submit an in-house Portfolio Assessment one time only. Students who have previously taken the course for credit at Ocean County College will not be permitted to subsequently submit an in-house Portfolio Assessment. A fee shall be assessed for each assessment of this type as indicated in Policy #5300: Tuition/Fee Schedule.

*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: June 27, 1988	Revised: November 20, 2000
Revised: May 21, 1973	Revised: January 25, 1993	Revised: April 25, 2005
Revised: February 25, 1974	Revised: March 28, 1994	Revised: May 29, 2012
Revised: October 22, 1979	Revised: June 27, 1994	Revised: February 23, 2017
Revised: December 14, 1981	Revised: April 22, 1996	Revised: May 28, 2020
Revised: March 24, 1986	Revised: February 28, 2000	Revised: February 24, 2022

PROCEDURE

STANDARDIZED TESTS

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

CREDIT BY EXAMINATION

Examinations will be standardized when possible, including both oral and written portions as well as practical performance where applicable. The normal expectation is that students will apply for in-house Credit by Examination as a way to validate learning accomplished at unaccredited institutions, Ocean County College non-credit workforce training, self-study, or through work/life experiences.

Content experts create tests for in-house Credit by Examination, which are approved by the School Dean who will establish a repository of examinations as needed.

Students requesting in-house Credit by Examination must complete the Application for Credit By Examination Form. Upon completion of the form by the Office of Registration and Records, students will be referred to the appropriate School Dean, who will make the final determination regarding student eligibility for an examination. After payment is verified by the Cashier's Office, the student may sit for the exam. After the faculty member issues the grade, the Vice President of Academic Affairs or designee will certify the test score and submits it to the Office of Registration and Records.

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
Revised: May 29, 2012
Revised: February 23, 2017
Revised: February 24, 2022

PROCEDURE

ATTACHMENT A

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

CLEP Examination	CLEP Minimum Score	OCC Courses Awarded	OCC Credits Awarded
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)

NCCRS	OCEAN COUNTY COLLEGE
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
ACC 301 Intermediate Accounting I	ACCT 261 Intermediate Accounting I

*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.

Note that these courses are representative of equivalencies that can be awarded through NCCRS evaluation of non-credit training and credentials.

ATTACHMENT CAdvanced Placement
Examinations Accepted at Ocean County College
(OCC) Retroactive to May 2016

AP Examination	AP Minimum Score	OCC Courses Awarded	OCC Credits Awarded
Art History	3	ARTS 181 and ARTS 182	6
Art/Studio (Drawing or General Portfolio)	3	ARTS 183 and ARTS 184	6
Biology	3	BIOL 114	4
Biology	4	BIOL 161 and BIOL 162	8
Calculus AB	4	MATH 265	4
Calculus BC	3	MATH 265	4
Calculus BC	4	MATH 265 and MATH 266	8
Chemistry	3	CHEM 180	4
Chemistry	4	CHEM 181 and CHEM 182	8
Chinese Language and Culture	3	CHIN 100 and CHIN 102	6
Chinese Language and Culture	4	CHIN 100, CHIN 102, and CHIN 201	9
Chinese Language and Culture	5	CHIN 100, CHIN 102, CHIN 201, and CHIN 202	12
Computer Science A	3	CSIT 165	4
Economics: Macro	3	ECON 151	3
Economics: Micro	3	ECON 152	3
English Language and Composition	3	ENGL 151	3
English Literature and Composition	4	ENGL 151 and ENGL 152	6
Environmental Science	4	ENVI 152	4
European History	3	HIST 172	3
French Language and Culture	3	FREN 191 and FREN 192	6
French Language and Culture	4	FREN 191, FREN 192, and FREN 291	9
French Language and Culture	5	FREN 191, FREN 192, FREN 291, and FREN 292	12

German Language and Culture	3	GRMN 191 and GRMN 192	6
German Language and Culture	4	GRMN 191, GRMN 192, and GRMN 291	9
German Language and Culture	5	GRMN 191, GRMN 192, GRMN 291, and GRMN 292	12
Government & Politics: Comparative	3	POLI 265	3
Government & Politics: United States	3	POLI 161	3
Human Geography	3	GEOG 162	3
Italian Language and Culture	3	ITAL 100 and ITAL 102	6
Japanese Language and Culture	3	JAPN 101 and JAPN 102	6
Japanese Language and Culture	4	JAPN 101, JAPN 102, and JAPN 201	9
Japanese Language and Culture	5	JAPN 101, JAPN 102, JAPN 201, and JAPN 202	12
Latin	4	LATN 100, LATN 102, and LATN 201	9
Latin	5	LATN 100, LATN 102, LATN 201, and LATN 202	12
Music Theory	3	MUSC 181	3
Music Theory	4	MUSC 181 and MUSC 182	6
Physics 1: Algebra-Based	4	PHYS 171	4
Physics 2: Algebra-Based	4	PHYS 172	4
Physics C: Mechanics	4	PHYS 281	4
Physics C: Electricity and Magnetism	4	PHYS 282	4
Psychology	3	PSYC 172	3
Spanish Language and Culture	3	SPAN 151 and SPAN 152	6
Spanish Language and Culture	4	SPAN 151, SPAN 152, and SPAN 251	9
Spanish Language and Culture	5	SPAN 151, SPAN 152, SPAN 251, and SPAN 252	12
Spanish Literature and Culture	Not accepted: no equivalent course.	N/A	N/A
Statistics	3	MATH 156	3
US History	3	HIST 173 and HIST 174	6
World History	3	HIST 171/172 or HIST 181/182	6

Attachment D

DSST Equivalencies

DSST Test Name	OCC Equivalence	Number of Credits	Minimum Score
Human Resource Management	BUSN 151 Introduction to Human Resource Management	3	400
Introduction to Business	BUSN 131 Introduction to Business Administration	3	400
Computing and Information Technology	CSIT 110 Introduction to Computers	3	400
Organizational Behavior	Elective	3	400
Personal Finance	Elective	3	400
Principles of Supervision	Elective	3	400
Principles of Advanced English Composition	ENGL 152 English II	3	400
Ethics in America	PHIL 192 Contemporary Ethical Issues	3	400
Introduction to World Religions	PHIL 193 World Religions	3	400
Principles of Public Speaking	COMM 154 Fundamentals of Public Speaking	3	400
Math for Liberal Arts	MATH 151 Survey of Mathematics	3	400
Astronomy	PHYS 180 Introduction to Astronomy	4	400
A History of Vietnam War	HIST Elective	3	400
Art of the Western World	ARTS 181 Art from Pre-History to Middle Ages	3	400
The Civil War and Reconstruction	HIST 174 U.S. History II	3	400
General Anthropology	ANTH 133 Introduction to Anthropology	3	400
Introduction to Geography	GEOG Human Geography	3	400
Introduction to Law Enforcement	CRIM 152 Introduction to Law Enforcement	3	400

Approved: February 23, 2017
 Approved: December 10, 2020
 Approved: March 25, 2021
 Approved: November 4, 2021
 Approved: February 24, 2022
 Approved: August 25, 2022