

POLICY

Prior Learning Assessment (PLA) is the process by which OCC awards academic credit for verified college-level skills and knowledge acquired outside the classroom. The purpose of this policy is to establish and formalize prior learning assessment and non-academic credential review as a recognized methodology for meeting the educational needs of prospective, current, and legacy Ocean County College (OCC) students, the community, and OCC's partner organizations. This policy applies only to fully matriculated students, whether enrolled full-time or part-time.

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PROCEDURE

Prior Learning Assessment (PLA) is the process by which OCC awards academic credit for verified college-level skills and knowledge acquired outside the classroom. This learning can come from diverse experiences such as non-credit courses, professional work experience, workshops, in-service training, military service, or engagement in professional organizations. Credit is granted for demonstrated learning when the course objectives are met, not for the experience alone.

Transfer credits earned through prior learning assessment are intended for use towards an associate degree or certificate at Ocean County College. Other academic institution's prior learning assessment policies may vary and they are not obligated to accept these credits. Students who intend to transfer, are encouraged to check with the transfer institution before pursuing the PLA process.

OCC offers several recognized methods for students to earn academic credit for prior learning. These methods provide opportunities for students to demonstrate college-level knowledge and skills gained outside of traditional coursework.

Credit by Examination

Credit gained via examination counts as transfer credit rather than Ocean County College credits.

Eligibility

A student may attempt credit by examination for a course not yet taken at Ocean County College; students who have previously taken a course for credit are ineligible to earn credit for it through examination. Each examination may only be attempted once.

Examination Guidelines

1. Content experts develop examinations, which are approved by the appropriate School Dean. The Dean is also responsible for maintaining a repository of approved examinations.
2. A Fee, as outlined in Policy #5300: Tuition/Fee Schedule, is assessed for each examination.

Application Process

1. Students must complete the *Application for Credit by Examination Form* and submit it to the Registration & Records Department.
2. The Registration & Records department will refer the student to the appropriate School Dean, who determines eligibility for the examination.
3. After eligibility is confirmed, the student must pay the required fee at the Cashier's Office.
4. Upon payment verification, the exam will be scheduled and administered.
5. The faculty member will grade the exam and forward the results to the School Dean.
6. The Vice President of Academic Affairs or designee will certify the score and submit it to the Registration & Records department for posting to the student's transcript.

Standardized Examinations

Credit may be granted for approved standardized examinations, including those offered through recognized college-credit recommending services (e.g., College-Level Examination Program [CLEP],

Advanced Placement [AP], American Council on Education [ACE], National College Credit Recommendation Service [NCCRS], Joint Services Transcript [JST]).

Qualifying scores and course equivalencies are determined by OCC and approved by the Academic Standards Committee. Credit earned through standardized examinations is considered transfer credit.

1. College-Level Examination Program (CLEP)

- a. The College Board offers nationally recognized testing through the College-Level Examination Program (CLEP).
- b. A minimum score of 3 is generally required to earn credit; however, certain courses may require a score of 4 or higher based on OCC departmental standards.
- c. Reference Attachment C.

2. Advanced Placement (AP Examinations)

- a. OCC grants credit to students who have successfully completed Advanced Placement (AP) courses in high school and achieved qualifying scores on the AP Examinations administered by the College Board.
- b. A minimum score of 3 is generally required to earn credit; however, certain courses may require a score of 4 or higher based on OCC departmental standards.
- c. Reference Attachment C.

3. American Council on Education (ACE)

- a. The American Council on Education (ACE) is the nationally recognized leader in evaluating workforce and military training, establishing standards, best practices, and tools for assessing nontraditional learning.
- b. An ACE recommendation indicates that a nontraditional course or exam meets the requirements to be considered for college credit. OCC used ACE recommendations to determine course equivalencies.
- c. OCC will establish credit equivalencies for ACE-reviewed courses, exams, and other nontraditional programs.
- d. Only ACE-reviewed courses, exams, and programs with active certification are eligible for consideration.

4. National College Credit Recommendation Service (NCCRS)

- a. The National College Credit Recommendation Service (NCCRS), sponsored by the Board of Regents of the University of the State of New York, evaluates training and education programs offered outside the traditional classroom.
- b. OCC uses NCCRS credit recommendations to determine course equivalencies for eligible nontraditional learning experiences.
- c. OCC will establish credit equivalencies for NCCRS-reviewed courses, exams, and programs.
- d. Only NCCRS-reviewed courses, exams, and programs with active certification are eligible for consideration.
- e. Students wishing to use NCCRS credit recommendations must submit proof of program completion. Once submitted, OCC's Registration & Records department will coordinate with

the appropriate academic department to confirm or establish an equivalency if one does not already exist.

- f. Reference Attachment B.

5. Military Service Credit

Eligibility

Ocean County College (OCC) recognizes the educational experiences of students who have served in the U.S. Armed Forces. Academic credit may be awarded for verified military service and training in accordance with guidelines established by the American Council on Education (ACE) in its *Guide to the Evaluation of Educational Experiences in the Armed Services*. Credit is granted only to matriculated students.

Credit Awards

1. Basic Training Credit

- Veterans, active duty personnel, reservists, and National Guard members who have completed Basic Military/Recruit Training may apply to receive credits for HEHP 893 in accordance with ACE recommendations.
- Students must submit an official Joint Services Transcript (JST) to the Registration & Records department. The department will coordinate with the appropriate academic unit to confirm or establish course equivalencies.

2. Military Education and Training Credit

- Additional academic credit may be awarded for military education and training that has been evaluated and recommended by ACE.
- OCC awards only 100- or 200-level elective credit for ACE-reviewed courses unless a direct course equivalency has been approved.
- Students must submit an official Joint Services Transcript (JST) to the Registration & Records department. The department will coordinate with the appropriate academic unit to confirm or establish course equivalencies.

Limitations

1. Credit will not be awarded for U.S. Armed Forces Institute courses in which the student did not achieve a grade equivalent to "C" or better.
2. All credit awarded through military service is considered *transfer credit*.

Application Process

1. Submit DD214, JST, or other required military documentation to the Registration & Records department.
2. The Registration & Records department will review ACE recommendations and consult with the appropriate academic department for credit determination.

3. Approved credits will be posted to the student's transcript.

Non-Academic Program Review

1. A Non-Academic Program Review is the process OCC uses to determine whether college-level learning exists within structured experiences, licenses, certifications, or credentials that occur outside of a formal academic setting.
2. Once a non-academic program has been reviewed, approved, and assigned OCC credit equivalencies, any student who can provide official documentation verifying completion of that program is eligible to receive the corresponding credit.
3. OCC will not conduct a Non-Academic Program Review for programs that have already been evaluated by the National College Credit Recommendation Service (NCCRS) or the American Council on Education (ACE).
4. In such cases, OCC will use the existing NCCRS or ACE recommendations for credit determinations.
5. Once the review is successfully completed and approved by Academic Affairs, the Registration & Records department will establish official credit equivalencies. All credit awarded is considered *transfer credit*.

Portfolio Assessment

Eligibility

Portfolio assessment provides matriculated students the opportunity to earn academic credit for college-level learning acquired outside of traditional classroom instruction or formal credentialed programs. Credit earned through portfolio assessment is considered *transfer credit*.

- Students may submit a portfolio assessment through the **Thomas Edison State University Office of Prior Learning Assessment/Portfolio**. A maximum of 30 semester hours may be transferred back to Ocean County College (OCC), in accordance with College Policy #5128.
- On a case-by-case basis, OCC may conduct its own in-house portfolio evaluations for courses that readily lend themselves to such assessments, as approved by the Vice President of Academic Affairs and the appropriate School Dean or their designees.
- Students may submit an in-house portfolio assessment **one time only** for a given course.
- Students who have previously taken a course for credit at OCC are not eligible to earn credit for that course through portfolio assessment.
- A fee, as outlined in Policy #5300: Tuition/Fee Schedule, will be charged for each assessment.

Portfolio Requirements

Students must prepare a portfolio that demonstrates mastery of the learning objectives for the course in question. The portfolio must include:

1. **Personal Narrative** – A written description of how the learning was acquired and how it aligns with the targeted course outcomes.
2. **Supporting Evidence** - Documentation such as work samples, project records, certifications, publications, or other materials that clearly demonstrate college-level mastery of course objectives.

3. **Comprehensive Alignment** – Clear and convincing evidence that all learning objectives of the OCC course have been met.

Evaluation Process

1. The completed portfolio must be submitted to the Registration & Records department, which will forward it to the appropriate academic department.
2. A qualified faculty member or designated departmental representative will evaluate the portfolio against the learning objectives of the targeted course.
3. If the evaluator determines that the student has demonstrated sufficient mastery, credit will be awarded for the equivalent OCC course.

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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 FREN192	6
French Language, Level 2	62	FREN 191, FREN 192, FREN 291	9
German Language, Level 1	50	GRMN 191 and GRMN192	6
German Language, Level 2	63	GRMN 191, GRMN 191, GRMN 292	9
Spanish Language, Level 1	50	SPAN 151 and SPAN152	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 C

Advanced 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 SPAN152	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

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