

PRIOR LEARNING CREDITS

What is Prior Learning Credit (PLC)?

New Jersey City University values the diversity of its student body, recognizing the importance of their previous academic achievements, life experiences, and work history. Our Prior Learning Credit program offers students the opportunity to gain college-level credits for their relevant knowledge and skills.

New Jersey City University accepts up to **25% of a graduate program for prior learning credits (PLC)** as outlined in our policy below. Areas of Graduate-level PLC include, but are not limited to, professional training, licenses or certifications, academy credits, continuing education, and portfolio assessments.

Limitations and Restrictions

- The maximum total number of credits a student may earn from all forms of Prior Learning Credits is 25% of credits that are required for their specific degree program.
- Only courses from the pre-approved Course Equivalency Guide are eligible to be awarded credit through Prior Learning Credits. Please see the section below for further information.
- No credits are awarded for courses in progress, already completed or graded on the NJCU transcript or transfer evaluation.
- Prior Learning Credits do not impact a student's GPA and/or residency requirements of the university or major department.
- Prior Learning Credits are awarded as transfer credits.
- All documentation, certifications, licenses, work experience, must be from within the last 10 years to be considered for credit eligibility.
- Regardless of the number of credits earned through Prior Learning Credits, a student is still required to complete their Major course requirements to graduate.
- Only active, degree-seeking students are eligible for prior learning credits
- Prior Learning Credits will not appear on transcripts until after the completion of one full semester at NJCU.

Course Equivalency Guide

For the full Course Equivalency guide, please refer to the Transfer Resource Center's Prior Learning Credit website (<https://www.njcu.edu/admissions-aid/undergraduate-admissions/transfer-applicant/transfer-resource-center/prior-learning-credits/>) for information on courses that are available for each of the different types of prior learning credits. Only courses from this list can be considered to be awarded through Prior Learning Credits.

More information can be found on the Transfer Resource Center (<https://www.njcu.edu/trc/>) website, the page for Prior Learning Credits (<https://www.njcu.edu/admissions-aid/undergraduate-admissions/transfer-applicant/transfer-resource-center/prior-learning-credits/>), or by emailing the Transfer Resource Center (Transfer@njcu.edu).

Types of Prior Learning Credits

Portfolio Assessment

What is a portfolio Assessment?

A Portfolio Assessment allows a student to demonstrate knowledge and skills equal to the learning outcomes of a specific course that is part

of their general education, major program, or general elective credits towards the competition of their degree.

International documentation that would require official translation services must use World Education Services (WES) and submit translated documentation for consideration.

Some examples of prior work and life experience that may be considered, but not limited to, are the following:

- full- or part-time jobs
- training or awards
- volunteer work
- cultural and artistic pursuits/portfolios
- community service
- military service (outside of the Military transcript)
- education from non-traditional source
- organizational memberships

Please see the appropriate procedure section below for all requirements needed for a portfolio assessment.

Certifications

Students looking to receive credit for certificate completion must provide copies of certificates and any other documents to the Transfer Resource Center for review.

- Credits earned from certifications range from 3 or more college-level credits.
- Students who hold non-English certifications, licenses, or similar from another country must submit their documentation to WES or another official translation service to be accepted for consideration for college-level credits.

For a list of all known, but not limited to, accepted certifications and what they will award see the [Prior Learning Credit website](#).

Procedures for each form of PLC:

Certifications

Step 1: Apply for Prior Learning Credits

- Fill out the Prior Learning Assessment Form (<https://www.njcu.edu/sites/default/files/docs/2024-03/Prior%20Learning%20Assessment%20Form.pdf>) found here or on the [Transfer Resource Center](#) website.

During the Spring semester only, if a student has applied for graduation clearance, then the Graduation Clearance Office must be notified at the initiation of the process for potential PLC competition.

Step 2: Submit all documentation to Transfer Resource Center

- Certifications must be sent directly to the Transfer Resource Center for review.

Step 3: Departmental Review

The Transfer Resource Center will send your certifications to the appropriate department chair for review and will include all appropriate materials.

- Please allow up to 2-3 weeks for review by the appropriate department chair.

Step 4: Processing Potential Credits

- The department chair will return a signed form to the Transfer Resource Center.
- The Transfer Resource Center will process these requests within 24-48 hours if approved.
- The Transfer Resource Center will contact the student via NJCU email of the request's results. A copy of the Prior Learning Assessment Form will be attached.
 - The Department Chair and Dean's office will be copied on the communication.

Portfolio Review

Step 1: Apply for Prior Learning Credits

- Fill out the Prior Learning Assessment Form (<https://www.njcu.edu/sites/default/files/docs/2024-03/Prior%20Learning%20Assessment%20Form.pdf>) found here or on the [Transfer Resource Center](#) website.

During the Spring semester only, if a student has applied for graduation clearance, then the Graduation Clearance Office must be notified at the initiation of the process for potential PLC competition. For Spring graduate candidates, please submit all portfolio requests by February 1st at the latest to avoid any complications with being approved for graduation clearance. Exceptions can be made where applicable.

Step 2: Portfolio Review Fees

- Portfolio Review fees, if any, must be paid before submitting documentation or review by the department.
- Contact the Transfer Resource Center to learn of any applicable fees.
- Portfolio fees are non-refundable whether credit is granted or not.

Step 3: Build your Portfolio

To be considered for a Portfolio Review, please submit the following documents in one of the following appropriate formats, PDF, Word, Excel, PowerPoint, JPEG, PNG, MP4, any current video file format. Please ensure that all artifacts are accessible to be considered for review.

- Cover Letter/Introduction: Brief overview and purpose of the portfolio.
- Table of Contents: Organized listing of portfolio sections.
- Resume/CV: Detailed professional and academic background.
- Learning Narrative/Autobiographical Essay: Description of learning experiences.
- Course Match Documentation: Explanation of how prior learning meets course requirements.
- Evidence of Learning: Work samples, certificates, and letters of verification.
- Reflections on Learning: Reflective essays or journals on learning experiences.
- Appendices: Additional supporting materials.
- Human Resources officer's verification of employment, verification of employment dates, and verification that employment was completed at a satisfactory performance level (performance reviews, etc.)

Step 4: Departmental Review

The Transfer Resource Center will send your portfolio to the appropriate department chair for review and include all appropriate materials.

- Please allow up to 2-3 weeks for review by the appropriate department chair.

Step 5: Processing Potential Credits

- The department chair will return a signed form to the Transfer Resource Center.
- The Transfer Resource Center will process these requests within 5 days if approved.
- The Transfer Resource Center will contact the student via NJCU email of the request's results. A copy of the Prior Learning Assessment Form will be attached.
 - The Department Chair and Dean's office will be copied on the communication.

Policy Review

- Departments should review course equivalencies every 3 years.
- University policy review every 5 years.