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Prior Learning Evaluation Guide



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Overview

Prior learning is learning that occurs before a student enrolls at New York Institute of Technology. The learning may take place in a variety of settings. For example, it can be credit-bearing courses taken and passed at another college (usually referred to as transfer credit) or academic credit awarded for learning that is accomplished outside the traditional classroom. One key aspect of prior learning credit is that it must be based on college-level learning, not simply based on experience or time elapsed. Prior learning must be described, demonstrated, and documented before the credit can be awarded.

There are several uncomplicated ways to show that learning has occurred. You may:

- Take **challenge examinations** for specific New York Tech courses.
- Take one of many **standardized exams** prepared by outside agencies.
- Have **military training or work experience** that is eligible for academic credit.
- Be able to describe, demonstrate, and document learning by compiling a series of products and documents in a **life experience portfolio** that shows mastery of subject matter in a particular area.



New York Tech has guidelines and procedures to award prior learning credit. Consult New York Tech’s course catalogs, your faculty advisor, and/or the Office of Prior Learning to ascertain the best way to proceed. Do this as soon as possible after starting at New York Tech to fully benefit from any award and avoid course repetition.



The Office of Prior Learning offers individual advisement to students. Call 516.686.7914 for information and/or an appointment to explore the possibilities of earning prior learning credit.

Prior Learning Eligibility

Fully matriculated and enrolled undergraduate students maintaining at least a 2.0 GPA are eligible to apply for prior learning credit. However, students in nursing and life sciences degree programs are restricted from using prior learning credit toward some requirements. Please contact the Office of Prior Learning for details.

Only prior learning credit applicable to a student's degree program will be awarded. All course prerequisites must be fulfilled before prior learning credit is awarded.

A maximum of 30 credits toward an associate's degree or 60 credits toward a bachelor's degree may be earned through standardized proficiency exams, New York Tech challenge exams, non-collegiate coursework, and/or life experience portfolios. All New York Tech residency requirements apply.

How Prior Learning Is Evaluated-

- Standardized proficiency examinations
- New York Tech challenge examinations
- Non-collegiate course evaluations
- Life experience portfolio evaluations

Proficiency Examinations

Credit for specific New York Tech courses can be earned by achieving satisfactory scores on proficiency examinations, such as:

- College-Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- NYU-SCPS

CLEP and DSST are nationally recognized, standardized proficiency exams that provide students the opportunity to demonstrate college-level knowledge. CLEP offers exams in 34 introductory undergraduate subjects. DSST tests are available in a variety of business, humanities, mathematics, and science subjects. Students fluent in a language may take an NYU-SCPS Foreign Language exam (offered in more than 30 languages) for possible college credit.

Standardized Proficiency Exams

The CLEP, DSST, and NYU websites provide information on examination fees, test center locations, and suggested study materials. When taking a CLEP or DSST exam, be sure to note New York Tech's code as the "score recipient" to ensure official results are sent to us. New York Tech course equivalencies for CLEP and DSST exams are available at nyit.edu/profexams or by contacting the Office of Prior Learning.

Exam	Website	New York Tech Code
CLEP	clep.collegeboard.org 800.257.9558	2561
DSST	getcollegecredit.com 877.471.9860	9248
NYU-SCPS Online Language Proficiency Testing	sps.nyu.edu/professional-pathways/topics.html 212.998.7030	No Code

Notification

Students will be notified by email of New York Tech coursework awarded for passing scores. There is a fee of \$175 per course to have proficiency exam credit posted to New York Tech transcripts. For updated fees, visit nyit.edu/admissions/transfer/proficiency_examinations.

Please complete the prior learning cover sheet on the following page to apply for credit.



Prior Learning Cover Sheet

Office of Prior Learning

STUDENT INFORMATION

Last name

First name

New York Tech ID

Address

City

State

Zip code

Email

Mobile phone

Home phone

I am requesting life experience credit for the following course:

Number

Course name

Credits

Please answer the following question on a separate sheet:

What are the learning experiences that your request for credit is based on?

Answer this question by providing:

1. Your job title or other brief description.

2. An explanation of what you did.

3. A detailed list of what you learned.

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I am enclosing the following evidence to support my claim (check all items that apply):

Résumé and job description indicating length of time associated with course.

Verification of experience from supervisor(s) on official letterhead.

Licenses and/or certificates for seminars, workshops, or specialized training.

Awards and/or letters of recognition relative to the area of life experience.

Membership in professional or trade organizations.

Writing portfolio and/or published works.

Media or visual arts portfolio.

Architectural portfolio.

Work samples

Other

Student signature

Date

MM/DD/YYYY

Please enclose a \$300 per-credit evaluation fee made payable to:
New York Institute of Technology

OFFICE OF PRIOR LEARNING

Northern Boulevard
Gerry House, Room 219
Old Westbury, NY 11568-8000

Use one cover sheet for each course you are requesting.
Submit a duplicate copy of each portfolio.



Timeline for Granting Credit

Proficiency exam credit is awarded upon completion of matriculation and registration at New York Tech. (Registration policy may be waived if the award fulfills graduation requirements.)

Non-Collegiate Course Evaluations

The American Council on Education (ACE) and the University of the State of New York's National College Credit Recommendation Service (National CCRS) evaluate and recommend college credit for many non-collegiate learning experiences. New York Tech honors these recommendations by awarding applicable credit for electives and/or required courses. Some of the more popular organizations are NOCTI and NOCTI Business Solutions (NBS), Microsoft, New York State Office of the Comptroller, SkillSoft Corporation, Walt Disney Co., and police and fire departments.

Students with questions concerning nontraditional courses may contact the Office of Prior Learning to determine if their training has been evaluated by ACE or National CCRS. New York Tech will evaluate a course that is at least 35 hours, submitted with an adequate course description provided by the sponsoring organization and official record. In some cases, the combination of a non-collegiate course of short duration along with practical experience in the field may satisfy a course or elective credit requirement. The Office of Prior Learning will assist students in this matter.

New York Tech Challenge Exams

New York Tech challenge examinations are institutional assessments developed in areas not covered by proficiency exams. Challenge exams are available for many, but not all New York Tech courses. For current rules governing the challenge of a course, please contact the Office of the Registrar.

Military Background

The American Council on Education (ACE) evaluates military training and experience sponsored by the U.S. Armed Forces. Undergraduate students with military backgrounds are encouraged to order their transcripts online, free of charge, through the Joint Services Transcript (JST) System for prior learning credit review.

Army, Navy, Marine Corps, and Coast Guard

Army, Navy, Marine Corps, and Coast Guard use the centralized Joint Services Transcript (JST) program. Transcripts include military course completions and occupations, college-level test scores, and other learning experiences.

Website: jst.doded.mil

Email: jst@doded.mil

Air Force

The Community College of the Air Force issues its own transcript.

Visit the Community College of the Air Force/Air University website to order your transcript.

Website: airuniversity.af.edu/

Phone: 334.649.5066

Military-affiliated students who have completed at least 36 months of active duty service and have been honorably discharged, or currently serve on active duty, reserve, or National Guard, may submit a certificate of completion or an official JST. Unless direct transfer credit is awarded, these students will receive a minimum of six prior learning credits toward the Foundations of Speech Communication (FCSP 105) and Foundations of Inquiry (FCIQ 101) core requirements in addition to any credits evaluated by the JST. Certain degree programs may have standards that will take precedence over this policy.

Portfolio Evaluation

A portfolio is a collection of materials documenting and verifying prior learning for a New York Tech course applicable to the student's degree program. The student must identify his/her job title, length of time spent in the position (summers, months, year, etc.), and include a detailed list of duties performed.

Great emphasis is placed on the next step when it comes to evaluation.

The student must carefully explain what learning was derived from the responsibilities of the position. Portfolios should include a letter from a work supervisor along with supporting material that demonstrates knowledge in the specific course.

A separate portfolio is required for each course request. Admitted students are encouraged to start portfolios immediately upon enrollment and receipt of their final transfer credit evaluation from the Office of Prior Learning. An initial meeting with a faculty member may be necessary before starting a portfolio. Always consult with the Office of Prior Learning.

Students seeking life experience credit for architecture and/or visualization courses should contact the academic department or Office of Prior Learning for specific instructions.

Portfolio Regulations

Graduating seniors are required to submit portfolios at least three months prior to their anticipated date of graduation. In no instance will the Office of Prior Learning assure on-time processing for any request received after that time.

Requests for English (FCWR 101 Writing I and FCWR 151 Writing II) are not accepted in portfolio form. The College Level Examination Program (CLEP) exam may be used to satisfy these requirements.

Portfolio Requirements

1. The enclosed Prior Learning Cover Sheet.
2. Brief essay describing life and work experience relative to the course.
3. Nonrefundable evaluation fee of \$300 per credit.
4. Documentation and supporting evidence that demonstrates knowledge in the course. Portfolio contents vary depending on the New York Tech course and individual's experience, but often include:
 - a. Résumé and detailed job description indicating length of time associated with the course.
 - b. Letters from work supervisors detailing skills, proficiencies, and knowledge in a particular area.
 - c. Work samples and materials demonstrating theoretical content of the course.
 - d. Specific assignments and/or projects required by the academic department.
 - e. Additional items listed on the Prior Learning Cover Sheet.

Precautions

- Requests for credit must fulfill a course requirement in the student's degree program.
- Check with the Office of Prior Learning for written assignments that exist for some courses.
- Read the New York Tech course description to be certain all course objectives are fulfilled before applying for life experience credit.
- Portfolios may not be accepted for all New York Tech courses and are subject to department approval. Please contact the Office of Prior Learning before submitting a portfolio.

Transfer Credit Evaluation

Transfer applicants are responsible for having official transcripts from all previous colleges attended sent to the New York Tech Office of Admissions. Students admitted to New York Tech will receive a preliminary, course-by-course evaluation indicating transfer credit applicable to their New York Tech degree program. Preliminary evaluations should be presented at the time of registration for advisement purposes.

How many credits can a student transfer to New York Tech?

The number of credits that may be transferred varies depending on the major. Students must, however, complete a minimum of 30 credits at New York Tech and meet all residency requirements to be eligible for graduation.

Is there a limit to the number of credits transferable from a two-year college?

A student from a two-year school may transfer courses taken beyond the associate's degree as long as they are applicable to the degree program sought at New York Tech. A maximum of 70 credits can be accepted from a two-year college.

Are there scholarships available for transfer students?

Scholarships are available for full-time students who have a 2.5 average GPA or higher with at least 24 credits from an accredited college or other qualified institution acceptable to the standards of New York Tech.

Do transfer grades count toward a student's New York Tech GPA?

Transfer credits are recorded as "TC" and are not computed in the cumulative grade point average unless it becomes necessary in determining graduation honors.

For more information, please visit nyit.edu/transfer.



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