



Request for Credit for Courses Taught Instructions

Note: The request will not be reviewed if the correct course information is not attached to the Request Form.

Thomas Edison State University recognizes that teaching a course at the college or university level requires mastery of the material being taught. If the courses have been taught at the university or college level within five years of the student's enrollment in the University, a credit award up to the equivalent of the same or similar course offered by Thomas Edison State University can be made. If no equivalent course is offered by Thomas Edison State University, a credit award up to 3 semester credits may be awarded. In addition, to have the credit awarded, the following parameters must apply:

- Courses must have been taught for credit at a regionally accredited institution of higher education and accepted for credit at that institution or the courses must be taught at an institution where the courses have been reviewed and recommended for college credit by the American Council on Education.
- Courses must have been taught within 5 years of the student's enrollment in Thomas Edison State University.
- Students must have had the sole responsibility for teaching the course and evaluating student performance (i.e., he/she must have had faculty/instructor status) and have/had a sound grasp of the material taught.
- Students applying for credit must be enrolled with the University and matriculated into a degree program.

To request credit, students must do the following:

1. Fill out the attached form. List each course taught only once (all dates taught may be listed, *credit is awarded only once*), be sure to include the most recently completed date taught.
 - **For regionally accredited college courses:** Attach to the form photocopies of the course descriptions from the catalog for the year the course was taught as well as copies of the syllabi.
 - **For ACE-evaluated courses:** Attach to the form the internet course listings from the *National Guide to College Credit for Workforce Training* at <http://www2.acenet.edu/credit/index.cfm?fuseaction=browse.main> and copies of the syllabi. The student/instructor must have taught the course(s) within the effective dates as specified in the *National Guide*.
2. Send a copy of the Request Form to your department chair, supervisor, or training director to request that he/she prepare a letter on official stationery with the specified information as directed on the bottom of the Request Form, then mail, email, or fax it to:

Center for the Assessment of Learning
Thomas Edison State University
221 W. Hanover St.
Trenton, NJ 08618

Fax: (609) 984-3898
Email: plaweb@tesc.edu

3. Provide the following information:
 - A detailed resume that includes the applicant's employment teaching these courses and other relevant experiences
 - A one to two page written statement from the applicant that addresses the following:
 - o The background that you have that made you capable and eligible to teach the subject(s), including courses and/or training relevant you have completed that are relevant to the course(s) taught
 - o How you came to be employed in this capacity
 - o How many times you have taught the particular course(s)
 - o A discussion of the major topics in the course



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Once we receive these documents, the Office of Portfolio Assessment will process the request. At that point, we will create your course sections, you will be able to register for the review and pay the determined assessment fees, and the Subject Matter Expert will review the documentation. When credit has been awarded it will be posted to your academic evaluation file.

Checklist for Completed Credit for Courses Taught Application:

- Request form, with all information completed
- PDF or other attachment with course syllabus information including course descriptions and course objectives/learning outcomes for each course taught
- Detailed resume
- Written statement
- Letter from chair/supervisor/training director



**Request for Credit for Courses Taught
Form**

TO STUDENT: Please complete this form following the instructions on the previous page. Return it along with the other documentation to the Center for the Assessment of Learning at Thomas Edison State University.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

University ID #: _____ Degree Program: _____

I am formally requesting credit for the following college level course(s) which I have taught/am teaching for credit.

Please attach a copy of course descriptions from a regionally accredited U.S. College catalog, or the course listing with the ACE credit recommendation from the online *National Guide*, as well as a syllabus for each course.

Course Number and Title	Length of course (hours)	# Semester Hours/Credit	Dates Taught

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that the submission of false information may result in dismissal from the University.

Signature: _____

Department/Division where taught: _____

Institution/Organization where taught: _____

Address: _____

Dept. Chair/Supervisor/Training Director: _____

Name

Title

To the Dept. Chair / Supervisor / Training Director:

The above student has requested that Thomas Edison State University grant credit for the course(s) listed above. Please certify, using official stationery, that all of the above information is correct, that the courses were credit-bearing, that he/she had sole responsibility for teaching the above course(s) and evaluating student performance (i.e., had faculty status), and had a sound grasp of the material being taught.

The Dept. Chair / Supervisor / Training Director should return the letter of certification to:

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