**New Pathways to Teaching in New Jersey Credit Conversion Program**

Frequently Asked Questions (FAQs)

1. *If I want to pursue my Master’s Degree from New Jersey City University and I completed a previous non-credit component of the New Pathways to Teaching in New Jersey (NPTNJ), can I convert academic credits so that I may apply them to my Master’s Degree?* Yes, you should read this list of FAQs and complete the related form to submit your application for the NPTNJ credit conversion program.
2. *What is a credit conversion?* For those New Pathways non-credit students who completed Stage I or Stage II under the previous New Pathways Program or Semester 1, 2, or 3 of the New Pathways program that began in September, 2017 ) who want to convert non-credit to graduate credits towards their NJCU Master’s degree.
3. *Is there a fee associated with the buyback?* Yes, the buyback involves you converting non-credits to graduate credits at today’s tuition rate as well as fees that apply, such as a transcript fee.
4. *How long does the credit conversion process take to complete?* If all paperwork is submitted correctly, it could take three-four months to process all of the required forms.
5. *Where can I find the form to apply for a credit conversion?* See end of this document
6. *What is the process involved with the credit conversion?* The following steps are involved so please understand that it may take up to three-four months to process your application:
7. Student submits completed credit conversion form (on NPTNJ website) to NJCU.
8. NJCU verifies the information on form.
9. NJCU will send you an invoice.
10. You pay the invoice by writing a check to NJCU
11. NJCU notifies you and updates your record that credit conversion process is complete.

**New Pathways to Teaching in New Jersey Credit Conversion Form**

After June 1, 2018, only credit conversions submitted with this form will be processed.

1. Please print your full name as it was at the time you were a Pathways student:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Today’s date:
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is your current email address? (please print)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What is your phone number?
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The name of the school where you completed the Pathways class (ex: if you completed Semester I at Brookdale Community College you would write “Brookdale Community College’ on the following line; if you wish to convert non-credit during or after Fall 2018 semester please write NJCU on the following line)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What Stage or Semester would you like to buyback? (ex: Stage I or II under old Pathways or Semesters 1, 2, 3, or 4 under new Pathways)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. The semester you completed the stage you wish to buyback? (ex: Fall 2016)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Explain why you wish to buyback graduate credits (ex: obtain Master’s degree)
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once you have completed this form you need to email it to newpathways@njcu.edu.