



A STUDENT-CENTERED VISION FOR HIGHER EDUCATION

To: Institutions of Higher Education
From: Office of the Secretary of Higher Education
Date: September 28, 2022
Subject: Guidance for awarding undergraduate credit for poll worker service

On June 30, 2022, Governor Phil Murphy signed into law [P.L. 2022, c.40](#), which permits institutions of higher education (IHEs) to offer undergraduate credit to students who serve as poll workers during elections held in the State. The law also directs the Office of the Secretary of Higher Education (OSHE) to develop guidelines for IHEs to utilize when choosing to offer such credit.

Below please find guidelines developed by OSHE in conjunction with the Department of State.



Guidance for Institutions of Higher Education Providing Credit to Students Serving as Poll Workers

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An IHE that determines that students may receive academic credit for service as poll workers, following evaluation and determination by the IHE that the credit is in alignment with the educational and programmatic missions of the IHE, shall comply with the following guidelines:

1. For the purposes of this guidance, “poll worker” is defined by N.J.S.A. 19:6-2(a). “Full shift” is defined by N.J.S.A. 19:6-9.1 and determined by the respective county board of elections.
2. Neither the academic program nor any participating IHE shall require that a student forego monetary compensation from the county for serving as a poll worker in order to receive academic credit.
3. If an IHE allows students to receive academic credit for serving a full shift as poll workers, it must provide students with **a minimum of 1 credit hour** for such service. The IHE has the discretion to determine the maximum number of credits that students may receive for one full shift.
4. An IHE that offers students academic credit for service as poll workers must grant all students an equal amount of credit-bearing hours per full shift.
5. Individual programs and academic departments within an IHE may choose whether they will apply and award academic credit within a particular undergraduate degree program.
6. If an IHE allows a student in a specific academic program to receive academic credit towards an undergraduate academic degree program for serving one full shift as a poll worker, the IHE cannot deny any other student in the same undergraduate academic degree program credit for a comparable poll worker experience.

Questions regarding this statute can be directed to Kathleen.Comanto@oshe.nj.gov.