CSU EAST BAY

Procedures for awarding of Credit for Previous Education or Other Acquired Knowledge, Including Military Education and Experience

Students who are seeking credit for previous education or other acquired knowledge should follow the following procedure. This policy applies to all students, including those who have served or are serving in the United States Armed Forces.

Procedure:

1. _____Matriculated student notifies Nursing Program Director or designee within 4 weeks of acceptance into the pre-licensure program of his/her request to seek course credit for previous education or other acquired knowledge, including military education and experience and specifies course(s).

2. _____Student provides materials, documents, and evidence for consideration for a specified course(s) within 6 weeks of acceptance into the program.

3. _____Student meets with undergraduate nursing advisor or designee as requested.

4. _____The appropriate faculty or faculty members designated by the undergraduate advisor or designee reviews the materials, documents and evidence and within 4 weeks of receipt of materials to the department and makes the determination of credit or no credit to be awarded.

5. _____Student is notified by the undergraduate advisor or designee of the decision within 6 weeks of receipt of materials, documents or evidence. If a “cannot award credit” decision is made, the letter of notification will indicate the rationale behind the decision. The student will be told that he/she can request a challenge course by exam and follow that CSU policy.

Decision:

___ Award course credit (Attach documentation to this form and place in student file)

___ Cannot award course credit based on lack of appropriate or adequate documentation
(Comment below with rationale for denial of the request)

Comments:

___ Student notified Date____

Faculty ____________________________ Date________________