CSUEB Procedures for Credits on 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________________
Credit for Nursing Prefix Courses

Students with special studies or experiences may already have achieved the objectives of certain courses and may petition to receive credit after a portfolio and transcript review. Students can petition for prior learning credit for the following classes only:

NURS311 Nursing Interventions 1 (1)
NURS313 Health Assessment Lab (1)

After admission to the BSN program, the applicant must contact the department to make an appointment with an advisor. Each applicant’s previous education and work experience will be individually assessed to design an optimal learning program.

Credit by examination is also possible for other Nursing course work based on portfolio and transcript review. Proper steps to take this petition action would be as followed:

· Students interested in the challenge must notify the department no later than 2 weeks prior to the first day of class. To receive credit under this plan, the student must register for the class the quarter in which it is listed in the catalog.
· A petition for credit by examination is obtained from the Nursing Office. The examination will be administered within the first two weeks of the quarter.
· If the exam is passed, the grade and Credit By Examination will be indicated on the student’s permanent record.
· If the student fails the examination, the student must complete the course to receive credit.