

Credit for Previous Learning and/or Experiences

Policy:

The Nursing Department adheres to the CSU Chancellor's Executive Order 1036, which outlines the policy for awarding baccalaureate credit for a) demonstrated learning, knowledge, or skills acquired through experience, and b) formal instruction in non-collegiate settings. Students with special studies or experiences, such as working as a LVN (LVN to BSN Pathway) or applicable military service, may have already achieved the learning objectives of certain courses and may request to receive credit by examination, also referred to as a "challenge exam". If the exam is passed, the student will have met the course requirement. They will receive units recorded as "credit by examination" that will count as units toward graduation, but not be included in GPA calculations. No credit earned by examination may be used to satisfy the requirement of 30 semester units in-residence at Cal State East Bay. Students may not petition for credit by examination for NURS-prefix clinical courses or their concurrent theory courses.

Procedure:

- 1) Students who request to receive credit for a nursing-prefix course by examination must present documentation of their experience to the Assistant Director (AD; if in the pre-licensure BSN program) or the Post-Licensure Coordinator (PLC; if in the post-licensure BSN program) or their designee, at least six weeks before the start of the course. Communication well in advance of the start of the term is required in order to adhere to the guidelines set forth by the university.
- 2) Student's documentation may include transcripts and syllabi that demonstrate prior course work, documentation of formal instruction in non-collegiate settings (either military or civilian), examples of assignments that meet course objectives, proof of work experience, and/or other materials, documents and evidence for consideration.
- 3) The AD, PLC, or designee will assess the student's documentation in the context of the program's mission and degree objectives. If the AD or PLC finds that the student has sufficient experience, then they will contact the faculty of record for the course the student wishes to challenge.
- 4) The faculty of record assesses the student's documentation in the context of the course's student learning outcomes and makes the decision whether or not the student may take a challenge exam.

If the request for a challenge exam is approved:

- Students must not register for the course they are challenging.
- The faculty of record shall provide the student, at a minimum, a copy of the syllabus that states the student learning objectives and lists the course textbook and/or other learning materials used in the course. Faculty may provide additional study materials at their

discretion. Course items will be provided to the student no less than two weeks before the start of the semester.

- Students must complete the challenge exam before the first week of the semester and before the registrar's "Add with Instructor Permission" period ends (check the University schedule, dates may vary).
- Students have only one opportunity to pass the challenge exam.
- Students must pass the exam with a 70% or higher.
- If the student scores below 70% on the challenge exam, they must register for the course.
- Students may petition to challenge more than one course, not to exceed 24 units total toward their baccalaureate degree.
- Students who pass the challenge exam will receive "credit by examination" on their transcript.
- Department office staff will oversee the petition process that is required to earn credit by examination. The department will submit the results to the office of the registrar by the fifth week of the semester.

If the request for a challenge exam is not approved, the faculty of record will notify the student and the AD or PLC or their designee in writing at least two weeks before the start of the semester. The written notification will identify the reason the request was denied and a copy will be kept by the department for auditing and evaluation purposes.

Post Licensure Program Course Substitution or Credit by Examination:

Cal State East Bay Department of Nursing recognizes that some students entering the Post-Licensure Program may have completed similar coursework in their Associate Degree in Nursing (ADN) program. Post-licensure students who completed a stand-alone Pathophysiology course prior to beginning the nursing program and who wish to have the course approved as a substitute for NURS 316 should refer to the Nursing Course Progression Policy and Procedure. Post-licensure students have the opportunity to receive credit by examination (challenge exam) for the following courses:

NURS 316 (3) - Pathophysiology

NURS 423 (2) - Leadership in Nursing

Approved by Curriculum Committee: 3/30/21

Approved by Faculty: 4/8/21