

CALIFORNIA State University Channel Islands  
Nursing Program Policies

Originating Author: Student Affairs

Policy Number: CC0112016

Approved By: Faculty

Approval Date: 12.19.2016

Effective Date: 1.1.2017

Number of Pages: 2

Next Review Date: 12.2018

<p>Policy Compliance with BRN Regulations for Awarding Credit for Previous Education or Other Acquired Knowledge including Military Education and Experiences</p>
---

**PURPOSE:** *Goals and objectives of the policy.*

Goal of the policy is to provide a mechanism for awarding academic credit for previous education or other acquired knowledge.

**BACKGROUND:** *Context for the policy provisions i.e. BRN regulations, Chancellor's Office, Accreditation*

Purpose of the policy is to comply with California SB 466 and California Board of Registered Nursing regulation awarding credit for previous education. The policy was adopted from a draft example developed for CSU Nursing programs December 2016.

**POLICY:**

*Accountability Management accountability for policy compliance, implement and monitoring (committee or personnel)*

The responsibility and accountability for this policy's compliance, implementation and monitoring lie with the Nursing Program Chair or designee with policy oversight by Curriculum Committee.

**Applicability:** *Specific individuals or groups to which this applies*

This policy applies to all BSN students both track I and II including those who are serving or who have served in the United States Armed Forces.

**Definition(s)** *Define unfamiliar terms as needed*

**Policy Text:** *Statement of the policy including an outline of the requirements and responsibilities to accomplish the purpose of the policy*

CSU Channel Islands complies with California Board of Registered Nursing regulations as follows:

1. The Prelicensure Student Handbook shall include a section referring to Executive Order 1036 policy Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings (<https://csyou.calstate.edu/Divisions-Orgs/AcademicOrganizations/academicsenate/Plenary-Resolutions/2890attach.pdf>) as the mechanism for awarding course credit for previous education or other acquired knowledge, including military education and experience. The Students handbook should note that this policy applies to all students, including those who have served or are serving in the United States Armed Forces.
2. The campus nursing webpage listing information on its pre-licensure program shall provide a link identified as “Information on the awarding of course credit for previous education or other acquired knowledge, including military education and experience” that directs to the pre-licensure student handbook (or has a PDF of the policy and procedures) that outlines program procedures related to this policy.
3. A form outlining the procedures will be provided and kept as a record in the student’s file. The procedural section shall include the following key elements:
  - 3.1 A beginning and ending timeline for notification by the student to the undergraduate nursing program director or designee of request to seek credit for coursework and presentation of materials, documents and evidence for consideration for a specify course(s). The student must adhere to this timeline for consideration in order that necessary clearance may be granted.
  - 3.2 A timeline for review of student materials, documents and evidence by the appropriate faculty or faculty group and notification to the applicant of the decision to award or not award credit or the need to request a challenge examination for the CSU Nursing course to determine proficiency of knowledge and or skills.
  - 3.3 Identification of any meetings that must take place between faculty and student.

The student's individual program planner reflects adjustments made with the awarding of credit by external examination or the process through which evaluation of learning, knowledge, or skills acquired through experience was granted

Exhibits: *Optional forms, illustrations, references*

CSU Channel Islands Documentation Form Procedures for awarding of Credit for Previous Education or Acquired Knowledge, Including Military Education and Experience.

CSU Channel Islands Documentation Form  
**Procedures for awarding of Credit for Previous Education or Other Acquired Knowledge,  
Including Military Education and Experience**

1. Matriculated student notifies Chair of Nursing 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).

Yes                       No

Faculty Signature and Date \_\_\_\_\_

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

Yes                       No

Faculty Signature and Date \_\_\_\_\_

3. The student adheres to the timelines noted in 1 and 2 above for consideration of request.

Yes                       No (if no, the request is denied and the student is notified)

4. Student meets with undergraduate nursing advisor or designee as requested.

Yes                       No

Faculty Signature and Date \_\_\_\_\_

5. The appropriate faculty or faculty members designated by the Chair of Nursing or designee reviews the materials, documents and evidence and within 3 weeks of receipt of materials to the department and makes the following determination

Awards 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:

Faculty Signature and Date \_\_\_\_\_

6. Student is notified by the Chair of Nursing or designee of the decision within 4 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.

Yes                       No

Faculty Signature and Date \_\_\_\_\_