

CSU Long Beach School of Nursing Policy Compliance with BRN Regulations for Awarding of Credit for Previous Education or Other Acquired Knowledge, Including Military Education and Experience

Policy

CSU Long Beach School of Nursing complies with California Board of Registered Nursing regulations regarding compliance with SB 466 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/academicssenate/Plenary-Resolutions/2890attach.pdf>) and to CSULB Unit Credit by Examination (http://web.csulb.edu/divisions/aa/catalog/current/academic_regulations/unit_credit_by_exam.html) 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 specific 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.
4. 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.

CSU Long Beach Documentation Form
Procedures for Awarding of Credit for Previous Education or Other Acquired Knowledge,
Including Military Education and Experience

1. Matriculated student notifies Undergraduate 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).

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)

Faculty Signature and Date _____

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 undergraduate advisor 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 undergraduate advisor 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 must follow the requirements identified in the CSULB policy.

Yes No

Faculty Signature and Date _____