**California State University, San Bernardino Department of Nursing**

**Pre-licensure Program *Credit by Examination* Policy**

For publication in the DON *BSN Program Nursing Student Handbook*

**Background:**

California State University (CSU) San Bernardino (CSUSB) Department of Nursing (DON) complies with the California Board of Registered Nursing (BRN), CSU and CSUSB regulations and policies for awarding of credit for previous education or other acquired knowledge, including military education and experience.

For information, California SB 466, is linked [here](http://www.leginfo.ca.gov/pub/15-16/bill/sen/sb_0451-0500/sb_466_bill_20151004_chaptered.pdf). California SB 1348 is linked [here](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1348). CSU Executive Order 1036 is linked [here](https://www.calstate.edu/eo/EO-1036.pdf). The CSUSB Academic Regulations and Standards pertaining to credit by examination are linked [here](http://bulletin.csusb.edu/academic-regulations/) (scroll down to the section titled “Credit By Examination”).

CSUSB DON policy allows the awarding of course credit for previous education or other acquired knowledge, including military education and experience. This practice applies to all students, including those who have served or are serving in the United States Armed Forces.

Applicants for credit by examination will be held to all existing BSN program requirements, including admission requirements, prerequisite courses, supporting courses, courses in the major, and graduation requirements.

Credit may be earned by examination for only the selected BSN program courses listed below. Cognitive, affective, and psychomotor knowledge and skills within the course will be included in the examination. Thus, depending upon the course to be challenged under the Credit by Examination policy, the examination may be written and/or involve demonstration of practical skills.

* NURS 200 Foundations of Nursing Process, Roles and Skills – Theory course
* NURS 201 Foundations of Nursing Process, Roles and Skills: Laboratory – Clinical course
* NURS 316 Health Assessment – Theory *and* Clinical course components
* NURS 380 Pathophysiological Concepts Applied to Nursing Practice – Theory course
* NURS 382 Pharmacology and Therapeutics for Nursing Practice – Theory course

**Credit by Examination Process, Timeline, and Documentation:**

If an admitted student thinks he/she has previous education or other acquired knowledge for which CSUSB credit by examination may be awarded, the following process must be followed.

Admitted and enrolled (matriculated) students, within 4 weeks of acceptance into the BSN program, must notify the BSN Program Director in writing (email is acceptable) of his/her request to seek course credit for previous education or other acquired knowledge. The student must specify the course for which course credit by examination is sought.

The Program Director will notify the student of required materials that must be submitted, including documents and other evidence of previous education and/or other acquired knowledge. The Program Director will also notify the student of required meetings with DON representatives such as the Program Director and academic advisor.

The student must submit required materials, documents, and evidence to the Program Director within 6 weeks of acceptance to the program.

The Program Director or designee will review submitted materials and make a determination as to whether the student is eligible to pursue credit by examination. The student will be notified of the determination within 2 weeks of receipt of the above materials by the DON.

The Program Director will arrange for students who are eligible to pursue credit by examination to complete the required examinations/competencies for each course being challenged under the Credit by Examination policy. Written and skills performance examinations/competencies will be the same as those taken by students enrolled in the course being challenged. The student will be given information relevant to pertinent course syllabi, learning outcomes, textbooks, and reading assignments. The student will be informed as to the nature and topics of examinations, whether theory (written) or practical (e.g., psychomotor, cognitive, and/or affective skill demonstration).

The challenge examinations and/or competencies must be completed within the first 2 weeks of the academic term.

The Program Director will review the outcomes of a student’s examinations/competencies within 1 week of their completion and determine whether course credit will be awarded or cannot be awarded based on the student’s ability or failure to demonstrate knowledge/competency. The Program Director or designee will notify the student of the decision, in writing, within 4 weeks. The student’s individual educational plan will reflect adjustments made in response to the awarding of credit by examination.

Appendix A contains the Credit by Examination Documentation form that will be placed in the student’s DON academic file.

**Appendix A**

CSUSB Department of Nursing

**Credit by Examination Documentation Form**

1. Matriculated (enrolled) student notifies the Department of Nursing within 4 weeks of acceptance into the BSN 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 Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_ Yes \_\_\_ No Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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)

Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_ Yes \_\_\_ No Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Program Director or designee reviews the materials, documents and evidence within 2 weeks of receipt of materials to the department and makes one of the following determinations:

\_\_\_ Documentation requesting consideration for course credit by examination/competency is appropriate and complete. (Attach documentation to this form and place in student file)

\_\_\_ Documentation requesting consideration for course credit by examination is inappropriate and/or insufficient to establish eligibility to sit for credit by examination/competency. (Comment below with rationale for denial of the request)

Comments:

Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The Program Director arranges for the student to complete examination(s) demonstrating knowledge and/or skill competence specific to the course(s) being challenged. The examination(s) must be completed within the first 2 weeks of the term.

\_\_\_\_ Yes \_\_\_ No Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Program Director or designee reviews the outcomes of the student’s examinations/competencies, as well as other submitted materials and evidence, within 1 week of completion, and makes one of the following determinations and places documentation in student file.

\_\_\_ Course credit is awarded

\_\_\_ Course credit cannot be awarded based on failure to demonstrate knowledge/competency

Comments:

Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student is notified by the undergraduate advisor or designee of the decision within 4 weeks of the Program Director’s decision. If a “cannot award credit” decision is made, the letter of notification will indicate the rationale behind the decision.

\_\_\_\_ Yes \_\_\_ No Program Director Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_