

**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)

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 follow that CSU policy.
 Yes No

Faculty Signature and Date _____