CSU, Chico Documentation Form

Procedures for awarding of Credit for Previous Education or Other Acquired Knowledge, Including Military Education and Experience

1. Student notifies Director within 4 weeks of acceptance into the nursing 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).

Offer acceptance date____________________

Admin Signature_____________________________ Date __________________

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

Admin Signature_____________________________ 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)

Admin Signature_____________________________ Date __________________

4. Student meets with pre-nursing advisor or designee as requested.
   ____ Yes ___ No ___N/A

Admin Signature_____________________________ Date __________________

5. Pre-nursing 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:

Admin Signature_____________________________ 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.

Date Notified____________________

Admin Signature_____________________________ Date __________________