

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 \_\_\_\_\_