

DON 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, these are the California BRN regulations on previous learning: [CCR 1430 Previous Credit](#), [CCR 1426 Required Curriculum \(d\)\(1\)](#), [CCR 1423.1 Grounds for Denial or Removal of Board Approval](#), [CCR 1424, Administration and Organization of the Nursing Program \(b\)\(3 A&B\)\(4\)](#)

CSU Systemwide Policy, EO-1036 is linked [here](#). The CSUSB Academic Regulations and Standards pertaining to credit by examination are linked [here](#).

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 course in the BSN program. Examples of courses are 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 2821 Foundational Theory and Skills – Theory & Clinical
- ◆ NURS 3016 Health Assessment – Theory & Clinical
- ◆ NURS 3080 Pathophysiological Concepts – Theory course
- ◆ NURS 3082 Pharmacology and Therapeutics – 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 Undergraduate 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 students 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 _____

2. 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 _____

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)

Program Director Signature and Date _____

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

Yes No Program Director Signature and Date _____

5. 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 _____

7. 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 _____

8. 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 _____

This Section also Published in the DON *Faculty Handbook*

Implications For Faculty of Courses Being Challenged Under the *Credit by Examination Policy*:

Faculty teaching courses being challenged by a student under the Credit by Examination Policy will be expected to administer the examinations/competencies to the student.

For credit by examination in any of the approved theory courses (see table below): Faculty will administer all of the teacher-made examinations required in the course. Performance standards for the student seeking credit by examination will be the same as those for students enrolled in the course.

For credit by examination in the approved laboratory (clinical) course or the course with a laboratory (clinical) component (see table below): Faculty will administer competency validations on the same skills (cognitive, affect, psychomotor) by which students enrolled in the course validate their skill competencies. Thus, such validations may include clinical skill performance competency and also competency in professional communication, clinical reasoning, and documentation. Performance standards for the student seeking credit by examination/competency will be the same as those for students enrolled in the course.

The table below includes descriptions of the nature of examinations/competencies to be administered in each course that may be challenged under the Credit by Examination policy.

Course #	Course Title	Type of Course	Examinations/Competencies to Administer to Student Under the Credit by Examination Policy
NURS 2821	Foundational Theory and Skills	Theory course Clinical course	Teacher-made written theory examinations Demonstration of cognitive, psychomotor, and affective knowledge and skills, e.g., demonstrating clinical reasoning, effective nurse-patient communication, clinical skill competency, and professional documentation with simulated patient.
NURS 3026	Health Assessment	Theory and Lab components	Teacher-made written theory examinations Demonstration of cognitive, psychomotor, and affective knowledge and skills, e.g.,

			demonstrating clinical reasoning, effective nurse-patient communication, clinical skill competency, and professional documentation with simulated patient.
NURS 3080	Pathophysiological Concepts	Theory course	Teacher-made written theory examinations
NURS 3082	Pharmacology and Therapeutics	Theory course	Teacher-made written theory examinations