STUDENT Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SJSU ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entering program (date) Fall/Spring (Year)\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Valley Foundation School of Nursing at**

**San Jose State University**

**Student Documentation Form**

**Procedure for Awarding of Credit for Previous Education Including**

 **Military Education and Experience (SB 466)**

1. Matriculated student notifies The Valley Foundation School of Nursing’s (TVFSON) Director or Designee by email within 2 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 medical/healthcare education and experience, and specifies course(s) for awarding of credit (e.g. NURS 53 Skills I and/or NURS 54 Skills II). TVFSON will send the course objectives and current course calendar to student.

\_\_\_\_ Yes \_\_\_ No

 Faculty Name/Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student provides Director/Designee hard copies of materials, documents, and evidence for consideration for a specified course(s) within 2 weeks of acceptance into the program. This must include a copy of the honorable discharge papers DD 214.

\_\_\_\_ Yes \_\_\_ No

Faculty Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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)

1. Student meets with Director/Designee as requested.

\_\_\_\_ Yes \_\_\_ No

Faculty Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The appropriate faculty or faculty members designated by the Director/Designee reviews the materials, documents and evidence within 3 weeks of receipt of materials to the department. Materials are returned to the Director/Designee with a recommendation to Award Course Credit (state Course, name, number, and units) or Cannot Award Course Credit. Faculty must provide a brief summary statement to support his/her recommendation.
2. Director/Designee then meets with TVFSON’s Executive Committee to make a final determination of:

\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student is notified by the Executive Committee 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 informed that he/she may request a challenge examination for the nursing course(s) per CSU policy. Challenge examinations may include paper/pencil testing, computerized testing, case studies, skills demonstration, and/or simulation scenarios.

Final Decision by Executive Committee:

Award Course Credit: Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Units \_\_\_\_\_\_\_\_\_\_\_\_

Cannot Award Course Credit:

Rationale:

Request Challenge by Examination:

\_\_\_\_ Yes \_\_\_ No

 Follow up with Director/Designee:

 \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

The Valley Foundation School of Nursing at

San Jose State University

Policy for Awarding of Credit for Previous Education or Other Acquired Knowledge, Including Military Medical/Healthcare Education and Experience

The Valley Foundation School of Nursing (TVFSON) at San Jose State University complies with California Board of Registered Nursing regulations (Amend Sections 1418, 1424, 1426, 1430; Adopt Sections 1423.1, 1423.2) as follows:

1. The Prelicensure Student Handbook shall include a section referring to Executive Order 1036 policy Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings (https://csyou.calstate.edu/Divisions-Orgs/AcademicOrganizations/academicsenate/Plenary-Resolutions/2890attach.pdf ) as the mechanism for awarding course credit for previous education or other acquired knowledge, including military medical/healthcare education and experience. The Student handbook should note that this policy applies to all students, including those who have served or are serving in the United States Armed Forces.

2. The campus nursing webpage listing information on its pre-licensure program shall provide a link identified as “Information on the Awarding of Course Credit for Previous Education or Other Acquired Knowledge, Including Military Education and Experience” that directs to the pre-licensure student handbook (or has a PDF of the policy and procedures) that outlines program procedures related to this policy.

3. A form outlining the procedures will be provided and kept as a record in the student’s file. The procedural section shall include the following key elements:

3.1 A beginning and ending timeline for notification by the student to the undergraduate nursing program director or designee of request to seek credit for coursework and presentation of materials, documents and evidence for consideration for a specify course(s). The student must adhere to this timeline for consideration in order that necessary clearance may be granted.

3.2 A timeline for review of student materials, documents and evidence by the appropriate faculty or faculty group and notification to the applicant of the decision to award or not award credit or the need to request a challenge examination for the CSU Nursing course to determine proficiency of knowledge and or skills. Challenge by examination may be completed by paper/pencil testing, skills demonstration, simulation scenarios, case studies, etc.

3.3 Identification of any meetings that must take place between faculty and student.