

KANSAS WESLEYAN UNIVERSITY
DIVISION OF NURSING EDUCATION AND HEALTH SCIENCES
DEPARTMENT OF NURSING EDUCATION (DNE)

**GUIDELINES FOR EXPERIENTIAL CREDIT
RN TO BS DEGREE**

Kansas Wesleyan University (KWU), through the Student Services Suite, evaluates and transfers credit hours from regionally accredited institutions of higher learning where the transferring credit hours have an “equivalent” or similar course within KWU curriculum or where the course may be used as a general elective toward overall degree requirements. In addition, Kansas Wesleyan may also accept technical or vocational courses which meet the mission of the University and which have been taken at a post-secondary, regionally accredited two- or four-year institution or through the military. A student may also gain college credit for courses taken through College-Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), Military, Continuing Education Units (CEUs) or similar professional development, vocational course work taken at non-accredited institutions, and for both work and life “experiences”. The total amount of credit possible from all of these sources when taken together is a **maximum of 35 hours**. In addition, according to the Academic Catalog, at least 24 of the last 30 credit hours must be taken at KWU and at least 21 credit hours of the major. The following are the Guidelines used to evaluate and approve experiential credits for the RN to BS degree.

EXPERIENTIAL CREDIT

Many people have gained advanced learning, skills and knowledge from their work and life experiences, and by taking courses from technical, vocational or diploma/certificate-granting educational institutions. Because of the learning which has taken place outside of the KWU campus setting, students enrolled at KWU may apply for college credit based on their work and life experiences and their technical, vocational and diploma/certificate work from other educational institutions. Unless otherwise noted, experiential credits qualify for “elective credit” only; they **do not** qualify for required Major courses. All Experiential Credit policies and guidelines are subject to change without notice and all credits must be approved by the University’s Provost.

Experiential Work Credit

Individuals who are working as a licensed Registered Nurse, after completion of an Associate or Diploma nursing program, perform a multitude of diverse and complicated tasks. These tasks require a higher level of critical thinking skills and responsibilities with little or no direct supervision. Prioritizing, delegation and supervision are essential aspects of the Registered Nurse’s job duties and enhances the quality of client care and outcomes. These professionals apply their knowledge of human and social sciences, while serving at-risk, underserved and culturally diverse populations. The ability to demonstrate therapeutic communication skills, and provide psychosocial and spiritual needs to their individual clients, truly reflects the art and science of the practice of nursing. In recognition of this fact, KWU may grant up to a maximum of 30 hours of college credit as meeting the Liberal studies and Foundational requirements, provided the student adequately describes and documents the college level learning achieved in their position as a licensed Registered Nurse.

Work Experience as a licensed Registered Nurse (RN)

Experiential Credit will be determined using the following formula:

Hours of work per year x 60 = minutes/year

Divide by 750 minutes/credit hour = _____total CH/year

Divide by 1/3 = _____ Allowable CH/year allotted for Liberal studies

and Foundation coursework with a **Maximum of 30 CH allowed.**

Students will be required to submit documentation from their employer, to include current employment status and a job description. All experiential work credit hours, when calculated, are eligible for a maximum of **30** hours of credit. These credit hours will be transcribed as no grade; consequently these credits will **not** be used for GPA purposes.

Experiential Life Credit

Experiential life credit may be granted based on the actual life activities pursued by an individual and the amount of college level learning achieved during each activity. These activities may consist of acting in plays, singing in organizations, writing, research, extensive travel, community service, assisting in blood drives, participating in charity walks such as Relay for Life etc.; however, the **experience and learning must be extensive and fully documented in the student's portfolio**. Experiential Life Credit will be granted based on the extensiveness of the student's learning and its applicability to college level learning. These credits will be considered on a case by case basis. A maximum of 5 credit hours may be awarded for this category. Awarded credits are a result of experiential life activities to credit hours calculation of a 1:1 (one to one) ratio. These credit hours will be transcribed as "elective life credits" with no grade, consequently these credits will **not** be used for GPA purposes. These credits may be used to meet Liberal studies and Foundational requirements.

Additional Experiential Course Credit

Many jobs and professional positions require a person to hold a license or to be accredited or certified by a governing body outside of an educational institution of higher learning. With this in mind the University will grant "specific course credit" for the following professional course work provided the applicant has not already been granted credit for an equivalent college level course, and the applicant adequately documents their license, accreditation or certification and their work experience in their portfolio.

3 credit hours will be granted for any one of the following:

Any work performed as a certified nurse aide/assistant (CNA) or Certified Medication Aide (CMA)

Certification as a CPR Instructor

Certification in advanced life support to include ACLS and PALS.

These credits will be considered and decided on a case by case basis. A maximum of 3 credit hours may be granted in this category. The course may be used to meet Liberal studies and Foundational requirements. No grade will be assigned to these courses: consequently these credits will **not** be used for GPA purposes.

IMPORTANT NOTES ABOUT EXPERIENTIAL CREDITS

The following important items should be remembered about Experiential Credits:

1. **The student should work carefully with their academic advisor during the entire process.**
2. There is a total maximum number of 35 credit hours for alternate means of credit and Experiential Credit hours combined. Unless otherwise noted, alternate means of credit and Experiential Credit qualifies for "elective credit" only; they **do not** qualify for required Major courses.
3. Where required, evaluation and transcription fees **do not** qualify for Financial Aid or for Federal loans. Evaluation fees must be paid at the time the request and documenting portfolio are submitted, and transcription fees must be paid before the hours will be added to the student's transcript.
4. All credit obtained by alternate means **do not** count toward KWU residency requirements. Experiential work and life credits do count as four-year institution hours, and technical- or certificate credit hours will be counted as either two or four-year institution hours depending on the type of institution where the credits were originally earned.

5. **All requests will be reviewed and evaluated on a case by case basis, and the number of credit hours actually granted will be determined by the student's ability to adequately document and explain the college level learning achieved in each category to the appropriate evaluation person or group. The Provost has final approval of all requests.**
6. All Experiential Credit policies and guidelines are subject to change without notice.
7. Other educational institutions may **not** accept these hours for academic credit.

THE EXPERIENTIAL CREDIT APPLICATION PROCESS

To apply for Experiential Credit, the student must submit a well-written and documented Portfolio describing their work and life experiences and the college-level learning acquired from these experiences, and pay the necessary review and evaluation fees.

The Portfolio must contain the following sections:

- Section 1: A completed "Request for Experiential Credit" letter, detailing what credit is being requested.
- Section 2: Letter of intent with career goals (Discuss how job experience relates to college-level learning as pertains to experiential work credit)
- Section 3: Curriculum Vitae
- Section 4: Unofficial Transcripts
- Section 5: Proof of unencumbered nursing license
- Section 6: Proof of current immunizations
- Section 7: Proof of current health care provider CPR
- Section 8: Letter of recommendation from employer (stating length of employment, description of job duties, diverse populations served)

The Portfolio, must be submitted to the student's advisor at the time of the request for Experiential Credit. While the student's request for Experiential Credit should be made as soon as possible, **no** applications for Experiential Credit will be accepted until the student has been officially accepted by KWU.

Once the Request and Portfolio have been submitted, the student's advisor will have it reviewed and evaluated by the nursing department, who will approve the actual number of credit hours to be granted based on the **request and the supporting documentation**. The nursing department may also request additional supporting documentation or require additional work to justify the credit hours requested and granted. This part of the process should take 7 business days to complete.

After the Portfolio has been reviewed by the Nursing department and a total number of hours to be granted has been determined, the student's advisor will then submit the Portfolio to the Provost for final review and approval. (The student may be required to make some changes or additions based on the Provost's review). This part of the review process should take no more than 7-14 days (during the academic year) to complete.

Once the Portfolio has been reviewed and approved by the Provost, the student's advisor will notify the student. All Experiential Credit hours will be transcribed as either "work or life electives" or by specific course named depending on the type of credit granted. For grade purposes, all Experiential Credit hours granted will be listed as "CR" (credit) as no grade will be assigned for these credit hours and these credit hours will not be used for GPA computations. In addition, these hours will **not** count toward KWU residency hours required for graduation. This transcript process should take no more than 15 days following payment of the transcript fee.

The Experiential Credit review process, as described above, can be expected to take approximately four weeks from application submission to transcript evaluation completion.

APPENDICES

#1 Sample memo for transcription payment

#2 Sample letter Provost's approval

#3 Sample letter for student notification

**SAMPLE MEMO
FOR TRANSCRIPTION**

[Faculty name]
[Rank] – [Department name]
Kansas Wesleyan University
Campus Box [#]
100 East Claflin, Salina, KS 67401-6196
Office Phone: [###]
Fax: [###] Attention: [Faculty name]
E-Mail: [Faculty email address]

TO: Business Office
Registrar

RE: Transcription Request
[Student name and ID #]

DATE: _____

The Provost has approved ____ hour(s) of credit for this student as per the attached copy of the Provost's approval. Would you please transcript the hours as noted in the Provost's attached approval.

Please let me know if you have any questions or concerns. Thanks!

[Faculty name]
Ext [#]

Distribution:

Registrar with a copy of the Provost's Approval
Student File
Follow-Up File

**SAMPLE LETTER
REQUESTING PROVOST'S APPROVAL**

[Date]

[Provost Name]
Kansas Wesleyan University
100 E. Claflin
Salina, KS 67401

Dear _____,

[Student name and ID #] has submitted a Request and a Portfolio for review and evaluation. The necessary review fee has been paid and forwarded to the business office.

After careful study of the request and Portfolio, the following credits have been approved by the appropriate departments.

[Credit hour(s)] for _____ Electives

Total of _____ hour(s) of credit

Based on the attached approvals, I am requesting a total of ____ hour(s) of credit. In support of this request I am submitting the Portfolio and approved review form for your final review and approval according to The Guidelines for Experiential Credit as of [__date__]. Once you have approved or modified this request, I will notify the student and arrange for payment to the Business Office and transcription through the Registrar's Office. **Please keep this original request form and the supporting documents for your files**, and return the copy with your signature to me for further processing.

Thanks, and please let me know if you have any additional questions or concerns about this request or Portfolio.

Sincerely,

[Faculty Name]
[Rank and Department]

Provost's Action

Portfolio Approved for ____ Hours ____/____/____

Provost's Signature _____

Portfolio Referred Back to [Faculty Name] ____/____/____

Attachments:
Evaluation
Portfolio

Distribution: Original to Provost
Students Copy - Signed by the Provost and returned to [Faculty Name]
Student File Copy
Faculty follow-up Copy

APPENDIX #3

**SAMPLE LETTER
STUDENT NOTIFICATION**

[Date]

[Student Name]

[Address]

[City], [State] [Zip Code]

[Student Name],

Your Portfolio request for _____ hours of credit has been reviewed and approved for _____ hours of credit by the Provost. You will receive the following credits:

_____ hours of credit for _____.

Total of _____ hours of credit

I will forward the request to transcript the approved credits. Congratulations on doing the work necessary to convert your experience to college credit.

Please let me know if you have any additional questions or concerns about this request or Portfolio.

Sincerely,

[Faculty]

[Rank and Department]

Distribution

Original to Student

Copy to Provost's Office

Copy to Students File