

**Los Angeles City College (LACC)**  
Associate Degree Nursing Program

**Challenge - Advanced Placement into the Nursing Education Program for Military Personnel**

**Challenge/Advanced Placement for Military-Trained Health Care Personnel Policy:**

Please review and follow the policies below.

1. Individuals who have documented military education and experience in health care occupations may be eligible for advanced placement into the 2<sup>nd</sup> semester of the LACC nursing program. Examples of military health care experience include Army Health Care Specialist, or Air Force Independent Duty Medical Technician. The veteran must have been discharged under "honorable" conditions.
2. Documentation of education and clinical experience for military health care occupations must demonstrate satisfactory completion of education and experience. Official transcript(s) **and** documentation of experience (on official letterhead) must be submitted.
3. Applicants must meet all general entrance requirements of the LACC Associate Degree Nursing program, including completion of designated prerequisites and achievement of the required score on nursing readiness entrance examination and a minimum score of 80% using the chancellor's cut score formula.
4. Applicants must adhere to LACCD Administrative Regulation E-10 (as stated on the LACCD webpage) and the LACC nursing program Progression and Retention policy, as stated in the Nursing Student Handbook.
5. Acceptance of military challenge/advanced placement students into the Associate Degree Nursing Program is contingent upon space availability.
6. Applicants must adhere to the challenge policy and procedure, as stated in the college catalog and Student Handbook (Petition for Credit by Examination) and as stated below:

**LACC POLICY – Petition for Credit by Examination**

1. A student may petition for credit by examination for all nursing courses, however, the maximum credit allowable for credit by examination for the associate degree is fifteen (15) units (per LACC policy).
2. Student must have completed at least one course at a college in the Los Angeles Community College District (per LACC policy).
3. The student must be enrolled in LACC and pay all fees.
4. The theory examination criteria will be the same criteria currently established for the specific course(s) being challenged, ie, the final exam for the course.
5. The theory challenge examination must be passed at **75%** or higher before the clinical portion can be challenged.
6. The clinical portion must be passed as "Satisfactory." If the clinical portion results in "failure," the whole course being challenged must be taken.
7. Theory, clinical and skills practicum must be passed to receive a grade for the course.

**Required Steps to Apply to the Nursing Program**

The Los Angeles City College Nursing Program accepts applications **twice a year: September for the Spring filing period and March for the Fall filing period.** Contact the Nursing Department for specific dates for each semester.

In order to submit a Program Application, the following steps **MUST** be completed before or during the application filing period:

1. All students who have never applied to City College (or another college in the LACCD) need to submit a college application to the LACC Admissions Office. International students must first apply to the International Student Program.
2. Prospective students must attend an LACC Nursing Program mandatory information session.

3. All transcripts outside of the U.S. must be evaluated according to the following procedures:
  - a. Must complete 12 units with a "C" average within the LACCD **prior** to submitting any petition for credit.
  - b. Submit foreign transcripts to an LACC-approved foreign transcripts evaluation service to obtain credit recommendations.
  - c. LACC will not accept foreign transcript credit conferred by another college toward program pre-requisites.
  - d. Submit to the college's Petitions Committee a sealed copy of the evaluation service's credit recommendations along with a petition for approval of credit. Credit approval by the Petitions Committee is **NOT** automatic (see a counselor for details).

### **LACC Challenge/Advanced Placement for Military-Trained Health Care Personnel Procedure:**

The petitioner must:

1. Submit application to college
2. Submit application for LACC Associate Degree Nursing program
3. Satisfy the rules and regulations established in the LACC policy for petitioning for credit by examination (refer to current LACC catalog for the established criteria)
4. Have satisfactorily completed the pre-requisites of the nursing course(s) being challenged
5. If a student is qualified and admitted to the program and desires to challenge for advanced placement, the student shall submit to the Director documentation of all previous course work and/or experience(s) the petitioner believes qualifies him/her for course credit by examination within two (2) weeks of admissions notification.
6. The petition, documentation, and recommendations of the Director will be presented and discussed with the Nursing Program's Admission, Retention, and Remediation (ARR) committee at the next regularly scheduled meeting.
7. The ARR committee will determine eligibility to challenge for advanced placement.
8. The applicant will be notified of the committee's decision
9. The course syllabus will be available to the student once challenge confirmation is made. The date(s) of challenge examinations and practicums will be made available to the applicant. The applicant will follow the specific Credit by Examination policy/procedure of the nursing program, as stated in the Nursing Student Handbook and college catalog.
10. A student must pass the challenge course final exam with the score of 75% or better.
11. The clinical component evaluation will be pass/fail, and will consist of:
  - a. The satisfactory performance of a simulation scenario appropriate to the course being challenged, as determined by the instructor of the course,
  - b. Completion of a satisfactory nursing care plan arising from the simulation scenario, as determined by the instructor of the course, and
  - c. Satisfactory performance on skills checkoff(s) appropriate to the level of the course being challenged, as determined by the instructor of the course.
12. Failure in the clinical component means failure of the credit by examination challenge, regardless of achieving 75% or better on the course final exam.
13. The Credit by Examination policy/procedure must be completed within the timeframe specified by the ARR Committee.

Approved by the Nursing District Discipline Committee: 10/10/19