**Los Angeles Valley College Challenge/Advanced Placement into the Nursing Program for Military Personnel**

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

Individuals who have documented military education and experience in health care occupations may be eligible for advanced placement. **The veteran must have been discharged under “honorable” conditions**. 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 LACCD nursing programs.
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 adhere to LACCD Administrative Regulation E-10 (as stated on the LACCD webpage) and the LAVC nursing program Progression and Retention policy.
4. Acceptance of military challenge/advanced placement students into the Associate Degree Nursing Program is contingent upon space availability.
5. Applicants must adhere to the challenge policy and procedure, as stated in the Student Handbook (Petition for Credit by Examination) and as stated below:

# **Los Angeles Valley College Policy - Petition for Credit by Examination**

1. A student may petition for credit by examination for all nursing courses.
2. The student must be enrolled and pay all fees.
3. The current established theory and clinical course outlines, objectives, learning activities and recommended readings in the course/s being challenged will be used.
4. The examination criteria, theory and clinical, will be the same criteria currently established for the specific course/s being challenged.
5. The theory challenge examination must be passed at **76%** 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 lab must be passed to receive a grade for the course.

Applicants must follow the required steps to apply to the LAVC nursing program (see below), including completion of designated program prerequisites and achievement of required cut score and a passing score on nursing readiness entrance examination (Test of Academic Skills (TEAS).

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

The Los Angeles Valley College Nursing Program has two application periods: September for the Spring Semester and April for the Fall Semester. In order to obtain a Program Application, the following steps MUST be completed well in advance of the application filing period:

1. All students except current and returning LAVC students need to submit a college application to the LAVC Admissions Office. International students must first apply to the International Student Program.
2. All official transcripts from U.S. colleges, and universities outside the LACCD (including high school if meeting chemistry and math competency) must be sent directly to the Office of Admissions and Records from the institution of origin before requesting a Nursing Prerequisite Evaluation. Please follow the instructions listed below. Hand-carried U.S. transcripts of any kind are NOT acceptable. In order to be an eligible applicant to the Nursing Program, official transcripts must be on file by the deadline posted on the Nursing website.

Order Official Transcripts

Order your Official Transcript on [Parchment.com](http://parchment.com/)

Send Official Transcripts to LAVC:

1. We are receiving paper transcripts weekly.
2. We are receiving electronic transcripts from eTranscript California. This is the best way to send transcripts to us. View list of [eTranscript California Schools](http://etranscriptca.org/colleges-online).
3. Los Angeles Valley College also accepts transcripts from: Credential Solutions, National Student Clearninghouse, and Parchment Transcript Services.
4. Have transcripts send to incomingtranscripts@lavc.edu from one of those organizations.

Paper transcripts may be mailed directly from the institution of origin to:

Los Angeles Valley College
Office of Admissions and Records
5800 Fulton Avenue
Valley Glen, CA 91401
Attn: Incoming Transcripts

1. All transcripts outside of the U.S. must be evaluated according to the following procedures:
* Before petitioning for foreign-course-credit, students must have completed a minimum of 12 units in the LACCD with a 2.0 GPA or better.
* All transcripts from colleges and universities, outside the United States, must be evaluated by a foreign transcript evaluation agency approved by the State of California Commission on Teacher Credentialing. For a list of approved agencies please see [Agencies Approved by the Commission for the Foreign Transcript Evaluation](https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf) Please see LAVC Counseling Department Webpage for information [Counseling Appointments: Los Angeles Valley College (lavc.edu)](https://www.lavc.edu/counseling/counseling-appointments.aspx). More information is available in the Office of Admissions and Records or by going to the State of California Commission on Teacher Credentialing website, located at: [State of California Commission on Teacher Credentialing Website](https://www.ctc.ca.gov/). Foreign Course Evaluations, may be mailed to:

Los Angeles Valley College
Office of Admissions and Records
5800 Fulton Avenue Valley Glen, CA 91401
Attn: Foreign Transcript Evaluation

* + Los Angeles Valley College does not accept foreign credit conferred by another college.
	+ Students should also make an appointment to meet with a counselor to review the evaluation and make recommendations about the courses and the type of credit that is most appropriate. Once you have met with a counselor, submit a General Petition requesting credit for foreign coursework to the Office of Admission and Records.
	+ Your request will be reviewed by the Petitions Committee, and a response to your petition will be emailed to your LACCD Student Email Account within two weeks of receiving your petition. Credit approval by the Petitions Committee is not automatic.

# **Request a Nursing Prerequisite Evaluation**

Request a Nursing Prerequisite Evaluation from the Counseling Department by following the steps outlined below. Do not submit a Nursing Prerequisite Evaluation Request if you have previously received an evaluation from a counselor. For further assistance, you can contact the [Counseling Online Help Desk: Los Angeles Valley College (lavc.edu)](https://www.lavc.edu/counseling/ask-a-counselor.aspx).

1. Go to the Nursing Webpage’s “How to Apply” section, and download the Nursing Prerequisite Evaluation Form.
2. Please fill out the Nursing Prerequisite Evaluation and submit the form online to the Counseling’s Evaluation Upload Link on the Nursing Webpage for review.
3. The Counseling Department will email the signed Nursing Prerequisite Evaluation form back to the applicant once verified.
4. Download and fill out a Nursing Application located on the Nursing Webpage “How to Apply” section.
5. The signed Nursing Prerequisite Evaluation and completed Nursing Application can then be uploaded to the Nursing Program’s Application Upload Link.

For more detailed information please refer to the Nursing Webpage’s “How to Apply” section.

**No exceptions will be made to the verification process or to the application filing deadline.**

**Chancellor Cut Score**

Nursing Program application and transcripts will be evaluated using the criteria from the Chancellor’s Office Validation Study. The Chancellor’s Office Validation Study is based on predicting student success in the Nursing Program. The Chancellor’s Office Validation Study evaluates the student’s overall grade point average (GPA), the GPA of Anatomy, Physiology, Microbiology, and English, and the repetitions of Anatomy, Physiology and Microbiology. This evaluation criterion establishes a “cut score”. Students must receive a cut score of **80** or above on the Chancellor’s Office Validation Study to be considered for admission into the Nursing Program.

**ATI TEAS VI Exam**

Students who successfully receive a cut score of 80 or above on the Chancellor’s Office Validation Study will be required to submit their Test of Essential Academic Skills (TEAS) admission examination results. Students who have previously taken the TEAS exam must call ATI to submit their results to LAVC. Only the FIRST score received on the TEAS will be accepted. Student who has not taken the TEAS examination will be invited to take the examination on campus. **The ATI TEAS (“TEAS 6”), EFFECTIVE August 2016**, admission examination consists of 170 questions, proctored, standardized assessment which evaluates each student on skills in reading, math, science, English and language use. Students may prepare for the “TEAS” admission examination by purchasing from the bookstore the TEAS Pre-Test Study Manual prior to taking the admission examination. **The minimum required “TEAS” score is 62% to pass**. Will implement ATI TEAS VII upon release, however will accept TEAS VI results if a student took this version before the release of TEAS VII.

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

1. The petitioner must:
	1. Satisfy the rules and regulations established in the LAVC policy for petitioning for credit for examination (refer to current LAVC catalog for the established criteria)
	2. Have satisfactorily completed the prerequisites of the nursing course/s being challenged
	3. Submit to the Department Chair documentation of all previous coursework and /or experience/s the petitioner believes qualifies him/her for course credit by examination
2. The petition, document and recommendations of the Chair will be presented and discussed with the Nursing Program’s Policy/Admission committee at the next regularly scheduled meeting.
3. The Policy/Admission committee will determine eligibility.
4. Qualified applicants will be contacted by the examiner following the decision of the Policy/Admission committee advising:
	1. The date the course materials will be available
	2. Suggested dates and location of the examination
	3. Dates of scheduled clinical experiences that include development of nursing care plans;(nursing care plans will be grades as Pass/Fail)
5. A letter grade will be given upon completion of the theory and clinical examination. The student will be notified of the grade achieved for the course.
6. The petitioner will be informed of his /her grade and the grade will be submitted to the Admissions Office.

Approved by the Nursing District Discipline Committee: 04/13/16;

Updated August 9, 2021