

Academic Transfer Credit or Course Waiver for Admitted Students with Military Service Education and Experience OR Licensed Vocational Nurse (LVN) Education and Experience

[CA BRN Regulation CCR 1430; Sections 8 & 9 of the BRN Director's Handbook (2021-2022)]

Students in the BS or MSN/MECN pre-licensure program may be eligible to receive academic credit for U.S Military education/experience or LVN education/experience.

- Eligibility for academic credit for admitted students with military service education and experience is limited to students who have an academically accepted certification or official transcript to validate a service member's military occupational experience and training equivalent to UCLA course or courses.
- Eligibility for academic credit for admitted students with LVN education/experience is limited to students who have an official transcript to validate prior education in an accredited LVN program and successfully completed the NCLEX-VN.

The UCLA SON will decide on a case-by-case basis what credit recommendations can be accepted or rejected. The clinical portion of theory-clinical courses in specialty clinical practice settings are not eligible for course equivalency or challenge exams. Credit for courses in the advanced practice nursing (APRN) curricula are not permitted.

Two options for obtaining course credit are provided. Students can appeal for one or both options:

1. By review of official transcripts and pertinent course syllabi from previous education and training.
2. By successful completion of challenge examinations.

Option #1 Transfer Credit for Course Equivalency: Experienced pre-licensure faculty members and Prelicensure Program Director or Assistant Director will conduct a systematic review of submitted documents, including the official transcripts and course syllabi, to identify evidence of education and/or experience equivalent to specified pre-licensure courses. According to UCLA policy, a maximum of three courses in the BS curriculum or two masters-level courses in the MECN curriculum may be considered for equivalency.

Option #2 Course Waiver by Challenge Exams: Students seeking credit by examination must be registered at UCLA at the time of the examination and must meet with an academic advisor and faculty member of the course being challenged prior to registering for the exam. Challenge exams will be designed by pre-licensure faculty of the course being challenged. The challenge exams are usually comprised of all course exams including the final examination given when the course was last offered. The

individualized plan for offering challenge exams or meeting other course requirements must be approved by the current faculty of the course being challenged and the Prelicensure Program Director.

The course examination(s) and/or other required assignments must be taken at least thirty (30) days prior to enrollment for the equivalent course. Students who are choosing Option #2 will be allowed to review a course syllabus (with course objectives, content outlines, textbook list, type of test questions, and test format) as preparation for at least 30 days prior to taking the examination or submitting other required assignments (as outlined in the individualized plan for course challenge). A passing grade (according to the course syllabus) on examinations and/or other required course assignments is recorded with a grade of *P* for *Passing* (in the case of the BS program) or *S* for *Satisfactory* (in the case of the MECN program) on the permanent record. If students fail one or more examination(s), they are not allowed to re-take the exam. The failed attempt to challenge a course is not recorded.

Note: Credits earned by past courses taken (Option 1) or courses waived by course examinations (Option 2) may not be acceptable for transfer or waived at other institutions.

Procedure for Pursuing Options #1 & #2:

1. The student meets with Course Lead Faculty and the Prelicensure Program Director (or Assistant Director) who together determine whether the student's prior course content, experiences, and/or training are either equivalent to SON course content (Option #1) or more conducive to waiver by challenge exams (Option #2).
2. If the faculty member and Prelicensure Program Director (or Assistant Director) approves content equivalency (Option #1) or agrees to provide credit by examination (Option #2), an individualized plan will be developed for the student who is approved to waive or required to challenge a course.
3. Option #2 only: prior to enrollment in the course being challenged, student schedules the examination with course faculty, who will prepare and score the exams (or other required course activities / assignments) and provide course grade.
4. Student files the appropriate forms with the Office of the Associate Dean for Student Affairs who assists students to submit their results to UCLA Office of the Registrar for recording.

The Office of the Associate Dean for Student Affairs will maintain annual records regarding all students who are eligible for and/or apply for academic credit for military or LVN education/experience.

The Director of Recruitment, Outreach, and Admissions will maintain records of all venues in which this policy is publicized or otherwise made available to students, potential applicants, and the public, including the UCLA course catalog, student and faculty handbooks, and sites open to the public, such as the UCLA School of Nursing webpage.

Policy Approval and Updates

To maintain compliance with the current California Board of Registered Nursing statutes, regulations, and recommendations, this policy will be reviewed annually by the Associate Dean of Student Affairs and the Associate Dean of Academic Affairs, and ratified by the Student Affairs Committee. Changes to the policy, if any, will be posted by January 1 of each year on the School of Nursing website.