Policy

1. Nursing & Health Sciences (NHS) students with substantial educational, work-related or life experience may be awarded credit for one or more required NHS program courses through the course challenge process.

2. Both theory and clinical courses may be challenged. The capstone clinical course NU 478, however, may not be challenged.

3. The challenge process must be completed by “the Last Day to Withdraw” in the semester prior to the semester in which the course is to be taken. The “Last Day to Withdraw” is noted in the Academic Calendar (www.lcsc.edu/registrar/).

4. Only NHS students admitted to an NHS program may request an NHS course challenge.

5. Students must be enrolled in at least one course during the semester in which they are challenging a course.

6. NHS students initiate the course challenge process through discussion with their academic advisor.

7. Course lead faculty will determine the method by which the student validates his/her experience/knowledge. A challenge document, challenge exam, or laboratory demonstration are examples of methods that may be used in the challenge process to validate knowledge or skill.

8. Course challenges within the NHS are processed in accordance with the LCSC Course Challenge policy. Current registration and fee requirements are found at www.lcsc.edu/registrar.

9. Students may not challenge a course if it is a prerequisite for a more advanced course for which they have already received credit. Accordingly, if a student is going to challenge both NU 413 and NU 414, they must challenge NU 413 first before challenging NU 414.

10. The student will be notified of the challenge outcome prior to the end of the semester in which the challenge was completed. NHS students who are unsuccessful in the course challenge will be required to take the course in order to receive credit. A course may be challenged only one time.

11. In rare instances, NHS students may meet a portion of the course competencies through previous study or extensive work experience. NHS students in these cases must register for the course then meet with the course Lead Faculty who will validate the competencies that have been met. NHS students must then successfully complete the remaining course requirements.

Process

1. Student meets with academic advisor to discuss the feasibility of a course challenge.

2. Academic advisor provides the student with the materials needed to prepare for the course challenge.
a. If a challenge exam is available for the course, the academic advisor provides the student with the guided self-assessment for the exam.
b. If a challenge exam is not available for the course, the academic advisor provides the student with the course competencies from the current syllabus for the course.
   i. The academic advisor instructs the student to write a challenge document that addresses how the student’s prior academic and professional experience has prepared him/her to meet the course competencies.

3. Student completes the Course Challenge Form.

4. Student sends the Challenge Form to the Division Chair for signature.

5. Division Chair signs the Challenge Form and forwards to the Cashier’s Office, copying the student, advisor, and the NHS administrative assistant on the email.

6. Student pays the Cashier for the challenge or mails a check to the NHS office.

7. Cashier returns the stamped Challenge Form to the NHS admin. assistant.

8. The NHS administrative assistant notifies the student, advisor, and instructor that the student has paid for the course challenge.

9. Instructor contacts the student to schedule the challenge exam. If there is no challenge exam for the course, instructor contacts the student to request the student’s challenge document.

10. Instructor administers the challenge exam or student submits the challenge document.

11. Instructor grades the challenge exam/challenge document.

12. Instructor notifies the student, advisor, and the NHS admin. assistant of the results.

13. Instructor completes the Challenge Form, signs, and forwards it to the NHS admin. assistant.

14. The NHS admin. assistant places the Challenge Form in the student file and forwards a copy to the Registrar and the advisor.

15. Advisor checks the Degree Audit to ensure the student has been given credit for the course.