Policy & Procedure		
Policy: Credit for Prior Learning, Previous Education, and Acquired Learning	Policy No. ADM.ACD. Credit for Prior Learning, Previous Education, and Acquired Learning v.1.0. 09.30.26	Published
Schools Affected: Marsha Fuerst School of Nursing – CA Only	Contact Point: Janelle Sokolowich CAO	Rev. Date
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I. PURPOSE

The purpose of this policy is to establish a fair, consistent, transparent, and individualized process through which students may obtain academic credit for previous education or other acquired knowledge in the field of nursing, including military education and experience. MFSON recognizes that applicants and students may enter the program with relevant education, training, licensure, certification, military education and experience, clinical experience, or other acquired knowledge that may be equivalent to the objectives and competencies of one or more courses within the nursing curriculum. Credit for Prior Learning will be evaluated through equivalence, challenge examinations, or other approved methods of evaluation that validate achievement of applicable course objectives and competencies. The process is designed to recognize demonstrated prior learning while ensuring that all students receiving credit meet the same applicable course objectives, competency standards, academic requirements, and licensure requirements expected of students completing the corresponding nursing coursework.

II. POLICY STATEMENT

MFSON shall maintain an established policy and procedure to evaluate and grant credit in the field of nursing for previous education and other acquired knowledge, including military education and experience.

Eligible applicants and students shall have an opportunity to obtain credit for applicable prior learning through:

1. Equivalence evaluation;
2. Challenge examination;
3. Practical or skills competency examination; or
4. A combination of these methods when necessary to establish achievement of all applicable course requirements.

Credit will be awarded for specific course or courses only when MFSON determines that the applicant or student has demonstrated achievement of the applicable course objectives and competency standards. Credit will not be granted solely on the basis of job title, occupational classification, years of employment, military occupational specialty, professional license, certification, or prior experience.

III. REGULATORY AUTHORITY

This policy is established in accordance with applicable California statutes and regulations governing prelicensure registered nursing education, including:

- California Code of Regulations, Title 16, §1418, Eligibility for Licensure of Applicants Who Have Military Education and Experience;
- California Code of Regulations, Title 16, §1423.1, Grounds for Denial or Removal of Board Approval;
- California Code of Regulations, Title 16, §1424, Administration and Organization of the Nursing Program;
- California Code of Regulations, Title 16, §1426, Required Curriculum;
- California Code of Regulations, Title 16, §1430, Previous Education Credit; and
- Applicable provisions of the California Business and Professions Code.

IV. DEFINITIONS

A. Credit for Prior Learning

For purposes of this policy, Credit for Prior Learning is academic credit awarded after an individualized evaluation determines that previous education or other acquired knowledge satisfies the applicable requirements, objectives, and competencies of a specific course within MFSON.

B. Equivalence

A determination that documented previous education, training, or acquired knowledge sufficiently corresponds with the content, objectives, competencies, and applicable theory and clinical requirements of an MFSON course.

C. Challenge Examination

A written, online, standardized, nationally normed, practical, skills-based, or other examination used to determine whether a student has achieved the objectives and competencies of a specific course without completing the course through the traditional instructional pathway. The challenge exam does not eliminate the requirement to validate laboratory, clinical, psychomotor, medication-calculation, or other competencies when those competencies are required components of the course and are not adequately measured by the standardized assessment.

D. Standardized Nationally Normed Assessment

A standardized assessment developed and validated for use in nursing education and administered according to established testing procedures. Such an assessment may be used as a written challenge examination when MFSON has determined that the assessment appropriately measures the knowledge, objectives, and competencies applicable to the course being challenged.

E. Other Methods of Evaluation

Evaluative methods used to validate achievement of course objectives and competencies. Depending upon the course and prior learning presented, these methods may include written examinations, online standardized nationally normed assessments, practical examinations, skills demonstrations, dosage-

calculation assessments, clinical competency validation, or other faculty-approved competency assessments.

F. Military Education and Experience
Relevant education, training, coursework, clinical experience, and acquired knowledge obtained through service in the United States Armed Forces and documented through official military records or other acceptable evidence.

V. ELIGIBILITY
Applicants or students with relevant previous education or acquired knowledge in the field of nursing may request an evaluation for Credit for Prior Learning.

This may include, but is not limited to:

- Licensed Vocational Nurses;
- Licensed Practical Nurses;
- Military service members and veterans with relevant health care education, training, or experience;
- Individuals holding a health care license or certification;
- Individuals who have successfully completed previous nursing education or nursing coursework;
- Individuals with relevant formal health care education or training; and
- Other individuals who can provide documentation of acquired knowledge potentially equivalent to the objectives and competencies of an MFSON course.

Eligibility to request evaluation does not guarantee that credit will be awarded.

VI. EQUITY AND CONSISTENT APPLICATION
MFSON is committed to an equitable and consistently applied Credit for Prior Learning process. All applicants requesting Credit for Prior Learning shall be evaluated using the objectives, competencies, and requirements of the specific course for which credit is requested. The source through which learning was acquired shall not, by itself, determine whether credit is awarded. The determination shall be based upon documented previous education or acquired knowledge and demonstrated achievement of applicable course objectives and competency standards. Applicants with comparable prior learning seeking credit for the same course shall be evaluated using the same established course standards and applicable assessment criteria.

MFSON shall not establish a higher academic or competency standard for an applicant because prior learning was obtained through military education or experience, vocational nursing education, employment, or another approved prior-learning pathway. Military applicants shall be provided an opportunity to have relevant military education and experience evaluated for equivalent academic credit through challenge examination or another method of evaluation. Theory and clinical practice requirements may be adjusted in recognition of applicable military education and experience through an individualized process when the evaluation results in the student meeting the same course objectives

and competency standards. No applicant shall be denied consideration solely because the applicant is requesting evaluation of previous education or acquired knowledge.

VII. TIMELINE FOR REQUEST

A student seeking Credit for Prior Learning through the challenge examination process must submit the required request and supporting documentation **at least six weeks prior to the semester in which the course being challenged is offered**. Students may engage in this process during the admission process or after enrollment as long as all documentation is submitted at least six weeks prior to the semester in which the course is being offered. Requests submitted after the established deadline may not provide sufficient time for document evaluation, determination of eligibility, administration of examinations, completion of skills or competency assessments, and final determination before the applicable semester. The six-week timeline is an institutional procedural requirement intended to provide sufficient time to complete the individualized evaluation and challenge process.

VIII. APPLICATION AND DOCUMENTATION

The applicant or student shall submit MFSON's Credit for Prior Learning request and documentation sufficient to permit an individualized evaluation.

Documentation may include, as applicable:

- Official college or university transcripts;
- Course descriptions;
- Course syllabi;
- Documentation of theory and clinical hours;
- Current or previous professional licenses;
- Health care certifications;
- Military transcripts;
- Joint Services Transcript;
- Military course descriptions;
- Military occupational specialty documentation;
- Records of military health care education and training;
- Documentation of clinical education or experience;
- Skills or competency records; and
- Other documentation requested by MFSON to establish equivalency.

Professional licenses and certifications used in the evaluation process shall be validated through the appropriate licensing or certifying authority when applicable. Submission of documentation does not establish equivalency or guarantee academic credit.

IX. INDIVIDUALIZED FACULTY EVALUATION

The Program Director, Assistant Program Director, shall conduct or oversee an individualized evaluation of the applicant's previous education and acquired knowledge.

For each course being considered, the evaluation shall compare the applicant's documented prior learning with MFSON's:

- Course description;
- Course learning objectives or outcomes;
- Required content;
- Theory requirements;
- Laboratory requirements;
- Clinical requirements;
- Skills and psychomotor competencies;
- Medication or dosage-calculation competencies, when applicable;
- Evaluation requirements; and
- Other applicable competency standards.

The evaluation shall identify whether the applicant's previous education or acquired knowledge:

1. Establishes equivalency for the applicable course;
2. Supports eligibility to complete a challenge examination or other evaluative method;
3. Requires additional competency validation; or
4. Does not demonstrate sufficient equivalency to receive credit for the course.

Each determination shall be documented.

X. COURSE SYLLABUS AND STUDENT PREPARATION

When MFSON determines that a student is eligible to proceed with a challenge examination or other competency evaluation, the student shall be provided a copy of the syllabus for the course being challenged. The syllabus will provide the student with the applicable course description, objectives or outcomes, content, competencies, and relevant theory, laboratory, clinical, skills, and calculation requirements. The student is responsible for reviewing the syllabus and preparing to demonstrate achievement of the applicable course objectives and competencies.

Providing the syllabus does not constitute instruction in the course and does not guarantee successful completion of the challenge process.

XI. CHALLENGE EXAMINATION AND STANDARDIZED ASSESSMENT

When a challenge examination is used, the examination shall evaluate the student's achievement of the objectives and competencies of the specific course being challenged. The written challenge examination may be an online standardized nationally normed assessment when MFSON determines that the assessment is appropriate for the course and adequately evaluates the applicable knowledge, objectives, and competencies.

MFSON shall determine the appropriate challenge assessment for each course. The assessment may include:

1. A faculty-developed written challenge examination;
2. An online standardized nationally normed nursing assessment; or
3. A combination of these assessment methods.

When a standardized nationally normed assessment is used, MFSON shall document its relationship to the objectives and competencies of the course being challenged. The assessment shall be administered according to established institutional and testing requirements, including applicable student identity verification, testing security, and academic integrity requirements. The passing standard or benchmark for the assessment shall be established in advance in accordance with MFSON policy and, when applicable, the standardized assessment's established scoring methodology. The standard shall be applied consistently to students challenging the same course through the same assessment method.

For courses containing theory and laboratory or skills components, the student must successfully complete the required written or standardized assessment before proceeding to the applicable skills competency evaluation. Successful completion of a written or standardized assessment alone does not establish competency in laboratory, clinical, psychomotor, medication-calculation, or other required competencies when those competencies are not adequately measured by that assessment. The student must successfully demonstrate all components required to establish achievement of the course objectives and competencies before academic credit is awarded.

XII. LABORATORY AND SKILLS COMPETENCY VALIDATION

When the course includes laboratory or psychomotor skills, successful completion of the written challenge examination or standardized assessment shall be followed by validation of the applicable skills or competencies. Skills shall be evaluated using established competency criteria consistent with the objectives and expectations of the course. The student must successfully demonstrate all skills designated as necessary to establish achievement of the course objectives. Prior employment, licensure, certification, or experience shall not substitute for competency validation when demonstration of a specific skill is necessary to establish that course objectives and competencies have been met.

XIII. MEDICATION AND DOSAGE-CALCULATION COMPETENCY

When medication or dosage-calculation competency is included within the objectives, competencies, or progression requirements of the course being challenged, the student shall successfully demonstrate the applicable calculation competency. A score of 90% is required. A student shall not receive credit for a course when doing so would bypass an applicable competency requirement that students completing the course through the standard curriculum are required to demonstrate.

XIV. CLINICAL COMPETENCY

When a course includes clinical practice requirements that are integral to achievement of the course objectives and competencies, MFSON shall determine whether the student's documented prior learning establishes equivalency or whether additional clinical competency evaluation is required.

Any adjustment to theory or clinical practice requirements based upon military education and experience shall occur through an individualized evaluation and must result in the student meeting the same applicable course objectives and competency standards.

Credit shall not be awarded in a manner that results in failure to meet applicable California BRN education or competency requirements for licensure.

XV. DETERMINATION OF CREDIT

Upon completion of all required evaluations, MFSON shall determine whether the student has demonstrated achievement of the objectives and competencies of the course.

The determination may result in:

- **Credit Granted:** The student has demonstrated achievement of the applicable course objectives and competencies and receives the approved academic credit.
- **Additional Evaluation Required:** Additional evidence or competency validation is required before a final determination can be made.
- **Credit Not Granted:** The available evidence and/or assessment results do not demonstrate achievement of the applicable course objectives and competency standards.

Partial prior learning shall be considered during the individualized evaluation; however, academic credit for a specific course shall be awarded only in accordance with institutional requirements and when the requirements necessary for awarding that course credit have been satisfied. The decision and basis for the determination shall be documented in the student's record.

XVI. MILITARY EDUCATION AND EXPERIENCE

Applicants with relevant military education and experience shall be provided an opportunity to obtain evaluation for equivalent academic credit through challenge examination or other methods of evaluation. Military education and experience shall be evaluated individually rather than solely on the basis of military occupational title or classification. MFSON shall evaluate applicable military education and experience against the objectives and competency standards of the specific nursing course or courses under consideration. When applicable, theory and clinical practice requirements of the curriculum may be adjusted in recognition of military education and experience through an individualized process that results in meeting the same course objectives and competency standards. MFSON shall document the evaluation and disposition of requests involving military education and experience.

XVII. RECORDKEEPING

MFSON shall maintain records demonstrating implementation of this policy.

Records shall include, as applicable:

- Applicant/student name or institutional identifier;
- Date of request;
- Course or courses for which credit was requested;
- Category of previous education or acquired knowledge;
- Documentation reviewed;
- Military education and experience, when applicable;
- Equivalency determination;
- Challenge examination or standardized assessment administered and result;

- Skills or practical examination result;
- Calculation competency result, when applicable;
- Other methods of evaluation used;
- Faculty or administrator completing the evaluation;
- Final determination;
- Academic credit awarded; and
- Date the determination was communicated to the student.

MFSON shall maintain a record showing applicants and the results of transferred or challenged credits, including applicants who request transfer or evaluation of military education and experience. Records shall be maintained in accordance with institutional record-retention requirements and shall be available for review as required by the California Board of Registered Nursing.

XVIII. PUBLICATION AND ACCESSIBILITY

Information regarding the evaluation and granting of credit for previous education and acquired knowledge, including military education and experience, shall be readily available to applicants, students, the public, and the California Board of Registered Nursing. The policy and applicable procedures shall be available in published institutional documents. Policies and procedures addressing the acceptance and evaluation of military coursework and experience shall be available on the institution's website. MFSON shall provide consistent information regarding Credit for Prior Learning across applicable admission materials, student publications, program webpages, and advising processes.

XIX. STUDENT NOTIFICATION

Students shall receive written notification of the final determination. When credit is granted, MFSON shall communicate the approved credit to the appropriate institutional office for recording in accordance with institutional policy. When credit is not granted, the student shall be informed of the determination and may continue through the standard curriculum pathway, subject to applicable admission, progression, and enrollment requirements.

XX. REVIEW OR APPEAL OF DETERMINATION

A student who believes that this policy or the established evaluation criteria were not appropriately applied may request review through MFSON's established academic review or student grievance procedure. A review or appeal shall evaluate whether the established policy, course objectives, competency standards, and assessment procedures were appropriately and consistently applied. An appeal shall not result in the waiver of a course objective, competency standard, BRN requirement, or licensure requirement.

XXI. FACULTY OVERSIGHT AND QUALITY ASSURANCE

Nursing faculty maintain primary responsibility for the academic integrity of the Credit for Prior Learning process, including the development, selection, implementation, and evaluation of course-specific equivalency criteria, challenge examinations, standardized assessments, and competency evaluations.

When standardized nationally normed assessments are used, faculty shall annually evaluate whether the assessment continues to align with the applicable course objectives and competencies.

MFSON shall periodically review Credit for Prior Learning outcomes to evaluate:

- Consistent application of the policy;
- Equity among applicants;
- Appropriate application of course objectives and competency standards;
- Military education and experience evaluations;
- Challenge examination and standardized assessment outcomes;
- Academic credit awarded;
- Student progression following the award of credit; and
- Continued compliance with California BRN statutes and regulations.

Identified inconsistencies or barriers shall be reviewed and corrected through MFSON's established governance and continuous quality-improvement processes.

XXII. RESPONSIBILITY

The MFSON Program Director is responsible for ensuring implementation of this policy and compliance with applicable California Board of Registered Nursing requirements. Nursing faculty are responsible for determining course-specific equivalency standards and developing, selecting, or approving evaluative methods used to validate achievement of course objectives and competencies. Students are responsible for initiating the process within the required timeline, providing complete and accurate documentation, reviewing the applicable course syllabus, and completing all required evaluations.

XXIII. REGULATORY REFERENCES

California Code of Regulations, Title 16, Division 14:

- §1418 – Eligibility for Licensure of Applicants Who Have Military Education and Experience
- §1423.1 – Grounds for Denial or Removal of Board Approval
- §1424 – Administration and Organization of the Nursing Program
- §1426 – Required Curriculum
- §1430 – Previous Education Credit

California Business and Professions Code:

- §§2736, 2786, 2786.1, 2786.6, and 2788, as applicable.

This policy shall be reviewed periodically and revised as necessary to remain consistent with current California Board of Registered Nursing statutes, regulations, and program requirements.

MFSON CREDIT FOR PRIOR LEARNING - RACI Matrix

RACI Key

- **R — Responsible:** Performs the activity
- **A — Accountable:** Owns the decision or final outcome
- **C — Consulted:** Provides information or expertise before action
- **I — Informed:** Receives information regarding the action

Credit for Prior Learning Activity	Office of Admissions	MFSON Dean / Designee	Office of the Registrar	Financial Aid
Inform student of CPL opportunity	**A/R**	C	I	I
Provide student access to CPL video	**A/R**	I	—	—
Obtain signed student CPL acknowledgment	**A/R**	I	—	—
Confirm student elects to pursue or not pursue CPL	**A/R**	I	I	I
Verify request meets six-week timeline	**A/R**	C	I	—
Collect initial student documentation	**R**	**A**	C	—
Document initial CPL request in SIS	**A/R**	I	I	I
Refer CPL request to MFSON Dean/designee	**R**	**A**	I	I
Review transcripts and prior coursework	C	**A/R**	C	—
Verify license/certification, when applicable	I	**A/R**	C	—
Review military/JST documentation	C	**A/R**	C	—
Evaluate credit/contact hours	—	**A/R**	C	—
Evaluate course objectives/learning outcomes	—	**A/R**	—	—
Evaluate course content and recency	—	**A/R**	—	—
Evaluate knowledge, skills, and abilities	—	**A/R**	—	—
Evaluate lab/skills/clinical equivalency	—	**A/R**	—	—
Determine initial course equivalency	I	**A/R**	I	—
Complete equity/consistency review	I	**A/R**	I	—
Approve student to proceed to challenge	I	**A/R**	I	I
Provide student course syllabus	I	**A/R**	—	—

Determine challenge assessment and benchmark	—	**A/R**	—	—
Administer/coordinate challenge examination	—	**A/R**	—	—
Record challenge examination score/grade	—	**A/R**	I	—
Complete skills/lab competency validation	—	**A/R**	—	—
Complete medication calculation validation	—	**A/R**	—	—
Complete clinical/other competency validation	—	**A/R**	—	—
Determine whether course competencies have been met	I	**A/R**	I	—
Make final decision to grant/not grant credit	I	**A/R**	C	I
Review final determination with student	I	**A/R**	I	I
Obtain student acknowledgment of final determination	I	**A/R**	I	—
Forward approved CPL documentation to Registrar	I	**R**	**A**	I
Validate course/credit information before posting	—	C	**A/R**	I
Post approved CPL credit to academic record	—	I	**A/R**	I
Apply appropriate transcript notation	—	I	**A/R**	—
Update degree/program audit	—	C	**A/R**	C
Document final CPL disposition in SIS	I	C	**A/R**	I
Evaluate impact of awarded CPL on financial aid	I	C	C	**A/R**
Evaluate impact on enrollment status/program length	I	C	C	**A/R**
Evaluate SAP/maximum timeframe implications, when applicable	—	I	C	**A/R**
Communicate individual financial aid impact to student, when applicable	I	I	I	**A/R**
Maintain official academic record	—	I	**A/R**	I
Maintain academic CPL supporting documentation	I	**A**	**R**	—

Maintain CPL tracking/audit information	I	**A/R**	C	I
Provide records for BRN review/audit	I	**A**	**R**	C
Periodically review CPL process for compliance and consistency	C	**A/R**	C	C

PROCESS OWNERSHIP AT A GLANCE

OFFICE OF ADMISSIONS — INTAKE

Primary responsibility: Ensure students are informed of the opportunity and enter the process correctly.
Admissions owns:

- CPL awareness and student communication;
- CPL video;
- Student acknowledgment;
- Student election to pursue or not pursue CPL;
- Six-week deadline verification;
- Initial documentation collection;
- Initial SIS documentation; and
- Handoff to the MFSON Dean/designee.

Handoff: Admissions → MFSON Dean/Designee

MFSON DEAN / DESIGNEE — ACADEMIC EVALUATION

Primary responsibility: Determine whether prior learning is academically equivalent and whether credit should be awarded.
The Dean/designee owns:

- Individualized prior-learning evaluation;
- Credit/contact hour comparison;
- Course objective and learning-outcome comparison;
- Content and recency evaluation;
- Knowledge, skills, and abilities evaluation;
- Laboratory, clinical, and calculation competency evaluation;
- Equity and consistency review;
- Determination of eligibility to challenge;
- Selection of appropriate challenge assessment;
- Challenge examination administration and grading;
- Skills, calculation, clinical, and other competency validation;
- Final academic determination;
- Student communication regarding the academic decision; and
- Documentation supporting the decision.

The MFSON Dean/designee has final academic authority regarding whether the student has demonstrated the applicable course objectives and competencies.
Handoff: MFSON Dean/Designee → Office of the Registrar

OFFICE OF THE REGISTRAR — OFFICIAL ACADEMIC RECORD

Primary responsibility: Validate and record approved academic credit.

The Registrar owns:

- Review of final CPL documentation;
- Validation of course and credit information;
- Posting approved credit;
- Appropriate transcript notation;
- Degree/program audit updates;
- Final CPL disposition in the SIS;
- Maintenance of the official academic record; and
- Retrieval of applicable records for regulatory review.

Handoff: Registrar → Financial Aid notification when CPL changes the student's academic record/program requirements.

FINANCIAL AID — STUDENT AID IMPACT

Primary responsibility: Determine whether awarded CPL affects the student's financial aid.

Financial Aid owns:

- Review of CPL credit that may affect financial aid;
- Evaluation of changes to enrollment status or remaining program requirements;
- Evaluation of Satisfactory Academic Progress and maximum timeframe requirements, when applicable;
- Determination of any impact on aid eligibility or award amounts; and
- Communication with the student regarding individual financial aid implications.

Financial Aid does not determine whether CPL academic credit is granted. Academic equivalency and competency decisions remain the responsibility of the MFSON Dean/designee.

CORE WORKFLOW

Office of Admissions

Student Education → Video → Acknowledgment → Six-Week Verification → Initial SIS Record

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MFSON Dean / Designee

Prior Learning Evaluation → Equivalency Review → Challenge Assessment → Competency Validation → Final Academic Decision

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Office of the Registrar

Validate Documentation → Post Approved Credit → Update Academic Record/SIS

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Financial Aid

Review Financial Aid Impact → Adjust as Required → Communicate Impact to Student