

INSTRUCTIONS AND INFORMATION REQUIRED FOR GRANTING ADVANCED STANDING/REQUESTING APPROVAL

In all instances, it is expected that the Program Coordinator has validated course content and grades (letter grades are equivalent to a minimum of 80%) for compliance with the LAC. §933. and §1105.5 as well as §939 which provides for a minimum of six weeks enrollment in a program and a window of four years for granting advanced credit for previously completed coursework.

RE-ENTRIES FROM YOUR PRACTICAL NURSING PROGRAM

1. Submit the advanced standing plan and a **COPY** of the previous enrollment transcript.
2. Submit the completed pink evaluation form (admission criteria must be met - Side B #4) and the \$50.00 processing fee.
3. Upon completion, submit the final record transcript filled in with an entry date, withdrawal date, re-entry date and completion date. One final transcript with all grades recorded is sufficient. Do not submit a transcript for each re-entry into your program.

*PLEASE NOTE: When a student is “dropped back” or “rolled back” into the next class, an updated pink evaluation form must still be submitted. That student is no longer in his/her original admit class and the Board needs to be notified. If there has not been a break in attendance or enrollment, the \$50.00 processing fee is waived.

ENTRIES FROM ANOTHER PRACTICAL NURSING PROGRAM

1. Submit the advanced standing plan and a **COPY** of the transcript from each transfer program.
2. Submit the completed pink evaluation form (admission criteria must be met - Side B #4) and the \$50.00 processing fee.
3. You do not have to submit an official transfer transcript upon completion if you record “Advanced Standing or Credit/and the grade” on your transcript for each course that you have awarded credit. Example: AS/A or CR/89. This applies only to those students who have approved advanced standing plans and transcripts on file with this office.

ENTRIES FROM A REGISTERED NURSE PROGRAM

1. Submit the advanced standing plan and a **COPY** of the transcript from each school for which advanced credit is being given.
2. Submit the completed pink evaluation form (admission criteria must be met - Side B #4) and the \$50.00 processing fee.
3. You do not have to submit an official transfer transcript upon completion if you record “Advanced Standing or Credit/and the grade” on your transcript for each course that you have awarded credit. Example: AS/A or CR/89. This applies only to those students who have approved advanced standing plans and transcripts on file with this office.
4. Reminder - Introduction to Practical Nursing and the Law as it relates to the Board of Practical Nurse Examiners and Licensed Practical Nursing practice is not taught in the RN curriculum. The applicant must take the Board’s course by attending a regularly scheduled class or by independent study.