

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>GRADUATION AND AWARDS</b>	Original Issue Date: <b>October 11, 2012</b>	Policy # <b>850</b>
	Supersedes: <b>November 29, 2018</b>	Effective Date: <b>November 23, 2020</b>
Individuals/Committees Consulted: OES SON Admissions & Promotions Associated Student Body	Reviewed & Approved by: SON Faculty Organization Administrative Committee College Governance	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **PURPOSE:**

To describe criteria and the selection process for graduation, awards, and honors

## **POLICY:**

Students are eligible for graduation upon successful completion of all courses specified in the curriculum plan. Advanced placement students who complete LVN Option II (30 unit option) are nongraduates and are not eligible for awards.

Students who receive academic awards are recognized as “graduating with honors” at the graduation ceremony and are acknowledged on the graduation program.

Graduation ceremony is held twice a year at the completion of the Spring and Fall semesters. Awards ceremonies are held twice a year at the completion of the Spring and Fall semesters.

### **Academic Awards**

Students enrolled in the basic RN program are eligible for the Lifetime Dean’s List.

Academic awards are determined by academic achievement:

- Dean’s List – Students who earn a grade point average (GPA) of 3.0 or above in at least ten units in nursing courses per semester are placed on the Dean’s list
- Lifetime Dean’s List – Students who are on the Dean’s list for three semesters become Lifetime members. Recipient of the Gold cord.
- Philathian Honor Society – Awarded to students who earn a cumulative GPA of 3.25 or above in courses completed during the School of Nursing (SON) program. Recipient of the Gold cord and Philathian Honor Society pin.
- Academic Distinction – Awarded to students who have a cumulative GPA of 3.75 or above at the end of the program. Recipient of the Gold cord and the Gold stole.

### **Faculty Achievement Awards**

Faculty Achievement award recipients are selected by established criteria. The student meeting the highest criteria will receive the award. In the event of a tie more than one student may be eligible to receive the award

- Scholastic Achievement – Awarded to the student(s) with highest cumulative GPA during the nursing program and who meet the following:
  - Grade of “B” or above

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- Carried a minimum of 40 units in the basic RN program or 24 units in the advanced placement LVN-RN Option I (Career Mobility).
- Clinical Distinction – Awarded to the student(s) who best demonstrate(s) the following:
  - Grade of credit (satisfactory) in all clinical courses without warning status
  - Documented clinical excellence throughout the nursing program
  - Patient focused care and effective use of the nursing process
  - Consistent high quality care that was organized, prioritized and ensured patient safety
  - Patient teaching that included effective self-care and recognition of early signs and symptoms that may require medical intervention
  - Strong correlation of theory with clinical practice and ability to integrate physiological, psychological, sociocultural, developmental and spiritual variables
  - Effective communication with patients, visitors, and hospital personnel
  - Effective member of the healthcare team
  - Self-directed and sought help in new and unusual situations
  - Adaptable, flexible and able to manage time effectively
  - Professional appearance and demeanor.
- Service to the School – Awarded to the student(s) who demonstrated leadership qualities, professionalism, and integrity and participated in two or more College/SON activities:
  - Served as Associated Student Body (ASB)/Class officer or member of class/SON committee
  - Participated in and regularly attended College/SON/ASB/class activities and meetings
  - Assisted in College/SON ceremonial events
  - Represented the College/SON on special occasions or at special activities.
- Excellence in Nursing Theory and Clinical – Awarded to the student(s) who achieved:
  - Cumulative GPA of 3.5 or above in the nursing program
  - Scholastic achievement criteria as stated above
  - Clinical distinction criteria as stated above.

**Other Awards**

Other awards are determined and presented by the sponsoring individuals/organizations:

- Annie M. Yates Scholarship
  - Alumni Association award
  - Awarded to the student based on scholastic achievement, clinical achievement, participation in school activities, and a plan for continuing education in the field of nursing.
- Carol Kelly Memorial Scholarship Award
  - Determined by SON faculty and Alumni Association
  - Awarded to the student who demonstrate qualities represented by C. Kelly.

**PROCEDURE:****Academic Awards**

Director, OES:

- Prepares letter from SON Dean notifying students of their recognition on the Dean's List

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- Submits list of names of students who qualify for the Dean's List to Financial Aid Coordinator within two weeks following the end of the semester
  - Provides list of names and cumulative GPAs of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to Office Manager as soon as 4<sup>th</sup> Semester grades are posted
  - Creates academic award certificates and obtains necessary signatures a minimum of two days prior to the Awards Ceremony
  - Indicates award winners on Graduation program.
- Provides list of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to SON Dean and Provost a minimum of four days prior to the Awards Ceremony.

Financial Aid Coordinator:

- Notifies students who qualify for the Dean's List of their eligibility for scholarships.

Director, OES:

- Provides list of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to SON Dean and Provost a minimum of four days prior to the Awards Ceremony.

Dean, SON:

- Recognizes academic award recipients at the Awards Ceremony.

Faculty Achievement Awards

Semester faculty submits names of potential award recipients to Admissions & Promotions Committee at the end of each semester utilizing the Faculty Achievement Award Nomination Form

Director, OES:

- Provides the name of a student with the highest GPA to Admissions/Promotions Committee as soon as grades are posted
- Creates Faculty Achievement award certificates and obtains necessary signatures a minimum of two days prior to the Awards Ceremony
- Indicates award winners on Graduation program.

Admissions/Promotions Committee/designee:

- Solicits and compiles faculty nominations for Faculty Achievement awards
- Requests student file and transcript from student clerk
- Selects student awardees a minimum of four weeks prior to the Awards Ceremony
- Obtains approval from the Dean, SON
- Notifies the Director, OES of award winners a minimum of four weeks prior to Awards Ceremony.

Admissions/Promotions Committee designee presents Faculty Achievement awards at Awards Ceremony.

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### Other Awards

Alumni Association faculty representative informs students of Annie M. Yates and Carol Kelly scholarship criteria and application procedure a minimum of six weeks prior to the end of the semester.

Students submit application for Annie M. Yates scholarship to Alumni Association representative within specified time frame. Faculty nominates student for the Carol Kelly Scholarship award.

Alumni Association designee:

- Requests cumulative GPAs and applicant files a minimum of four weeks prior to the Awards Ceremony
- Presents Alumni Association awards at Awards Ceremony.

Director, OES:

- Submits cumulative GPAs of students to Alumni Association when requested
- Indicates award winners on Graduation program.

### **PROCEDURE DOCUMENTATION:**

Financial Aid Eligibility Notification

Dean's List Notification Letter

Faculty Achievement Award Nomination form

List of Eligible Students and Cumulative GPAs

Award Certificates

Graduation Program

### **REFERENCES:**

SON Student Handbook

### **REVISION DATES:**

October 11, 2012

November 10, 2016

November 29, 2018

November 23, 2020