

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
EDUCATION AND CONSULTING SERVICE  
POLICY & PROCEDURE MANUAL**

Subject: <b>GRADING SYSTEM</b>	Original Issue Date: 1991	Policy #: <b>300</b>
	Supersedes: June 26, 2015	Effective Date: August 31, 2018
Individuals / Committees Consulted: EDCOS Faculty OES Administration	Reviewed & Approved by: EDCOS Planning College Governance Board of Trustees	Approved by:  (Signature on File) Dean, EDCOS <hr/> (Signature on File) Provost, College of Nursing and Allied Health

**PURPOSE:**

To delineate the grading system for students in continuing education classes/programs.

**POLICY:**

All continuing education students will be issued a grade.

Grades are issued in a standardized manner.

**EDCOS / Allied Health Grading System**

- Pass: Student successfully completes all necessary components of class/program.
  - Minimum passing score for all Education and Consulting Services (EDCOS) exams is 75% unless a higher passing score is specified.
- No Show: Student fails to notify instructor that he/she will not be attending class, nor did he/she attend any portion of the class/program.
- Drop: Student informs instructor and/or Office of Educational Services (OES) that he/she will not attend OR he/she left before completion of class/program.
- Audit: Student sits in on the class for information only. No contact hours will be issued.
- Incomplete: Student has not, to date, completed program/class requirements. Incomplete is not a permanent grade.
- Fail: Student attempted and did not successfully complete required evaluation criteria for the class/program.

**Specialized Grading Requirements**

**Central Orientation:**

- Students have two opportunities to pass each component of the program
- Failure to demonstrate competency of any component after two attempts shall result in failure of Central Orientation and a recommendation for termination from employment.

**Arterial Puncture for Blood Withdrawal Certificate:**

- Requires successful completion of didactic component and skills checklist(s)
- Students must complete and submit skills checklist(s) to the OES.

Subject:

**GRADING SYSTEM****OES:**

- Reviews submitted Arterial Puncture for Blood Withdrawal skills checklist(s) for completeness and generates certificates

**PROCEDURE:****Drop**

If student calls to cancel **before** roster is generated, the OES manager/designee indicates "drop" on roster.

If student calls **after** roster is generated, OES notifies the coordinator /instructor, who is then responsible for writing "drop" on roster and application.

**Incomplete**

Program Coordinator:

- Indicates date and criteria for completion on Class/Program Application
- Informs OES of complete grade.

OES manager/designee notifies program coordinator if incomplete grade has not been resolved by the designated deadline as determined by the program coordinator.

**Central Orientation Grading Requirements:** refer to Los Angeles County+University of Southern California (LAC+USC) Medical Center Nursing policy #516: Employee Orientation

**PROCEDURE DOCUMENTATION:**

Class/Program Application

Class / Program Roster

RN/LVN Central Orientation First and Second Failure forms

Intravenous Therapy Skills Checklist

Blood Withdrawal Skills Checklist

Arterial Puncture for Blood Withdrawal Checklist

**REFERENCES:**

LAC+USC Medical Center Nursing Policy #516: Employee Orientation

LAC+USC Medical Center Nursing Policy #532: Mandatory Training-Continuing Education Programs

EDCOS Program Protocols

**REVISION DATES:**

1991

February 1999

February 5, 2004

April 6, 2004

January 25, 2008

November 18, 2011

June 26, 2015

August 31, 2018