

**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: November 18, 2011	Effective Date: June 26, 2015
Committees Consulted: EDCOS Faculty OES Administration	Reviewed & Approved by: EDCOS Administration College Planning 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 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.

**I.V./Blood Withdrawal Refresher Program/Arterial Puncture for Blood Withdrawal:**

- Requires successful completion of didactic component and skills checklist(s)
- Students have six months from ending date of didactic component to complete and submit skills checklist(s) to the OES.

Subject:  
**GRADING SYSTEM**

### **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.

#### **Specialized Grading Requirements**

OES:

- Maintains I.V./Blood Withdrawal Refresher Course completion status in annual database.
- Reviews submitted IV / Blood Withdrawal/Arterial Puncture for Blood Withdrawal skills checklist(s) for completeness and generates certificates

**Central Orientation:** 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