

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH EDUCATION AND CONSULTING SERVICE

## POLICY & PROCEDURE MANUAL

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Subject: <b>GRADING SYSTEM</b>	Original Issue Date: 1991	Policy #: <b>300</b>
	Supersedes: April 6, 2004	Effective Date: January 25, 2008
Committees Consulted: EDCOS Faculty	Reviewed & Approved by: EDCOS Administration	Approved by:  (Signature on File) Dean, EDCOS

### **PURPOSE:**

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

### **POLICY:**

All continuing education participants will be issued a grade.

Grades are issued in a standardized manner.

### **EDCOS Grading System**

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

### **Specialized Grading Requirements**

#### **RN/LVN Central Orientation:**

- Participants 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.

#### **Chemotherapy Certification and I.V./Blood Withdrawal Refresher Programs:**

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

Subject:  
**GRADING SYSTEM**

### **CSULA Grading System**

Students must pass Los Angeles County College of Nursing and Allied Health, Education and Consulting Services courses with a grade of 70% (C) or above in order to receive CSULA credit.

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60-69%
F	=	Less than 60%
W	=	Withdrawal (Drop)
I	=	Incomplete

### **PROCEDURE:**

#### **Drop**

If participant calls to cancel before roster is generated, the OES manager/designee will enter participant name and indicate "drop" on roster.

#### **Incomplete**

Program Coordinator will indicate date and criteria for completion on Class/Program Application and roster.

OES manager/designee will notify Program Coordinator of the still pending incomplete grade after the designated amount of time.

- Program Coordinator will inform OES of correct grade.

### **Specialized Grading Requirements**

OES will:

- Maintain Chemotherapy and I.V./Blood Withdrawal Refresher Course participants' completion status in annual database.
- Forward a Chemotherapy completion status report quarterly to Oncology/Hematology CNS, Nurse Manager, Associate Nursing Director, and Nursing Director
- Review submitted skills checklist(s) for completeness and generate certificates
- Ensure roster reflects grade change.

### **PROCEDURE DOCUMENTATION:**

Class/Program Application  
 Class or Program Roster  
 RN/LVN Central Orientation First and Second Failure forms  
 Chemotherapy Certification Skills Checklist  
 Intravenous Therapy Skills Checklist  
 Blood Withdrawal Skills Checklist

### **REFERENCES:**

LAC+USC Healthcare Network Dept. of Nursing Policy #516: Employee Orientation  
 LAC+USC Healthcare Network Dept. of Nursing Policy #532: Mandatory Training-Continuing Education Programs  
 EDCOS Program Protocols