

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

Subject: CURRICULUM PLAN	Original Issue Date: July, 1996	Policy #: 230
	Supersedes: November 22, 2010	Effective Date: March 8, 2012
Committees Consulted: Dean, Administrative & Student Services Admissions & Promotions	Reviewed & Approved by: Semester Coordinators College Administration	Approved by: Dean, School of Nursing (Signature on File)

PURPOSE:

To ensure that each student completes the School of Nursing (SON) Curriculum Plan to verify courses completed or to be completed (nursing and general education) to meet graduation requirements.

DEFINITION:

The Curriculum Plan identifies nursing and general education courses for which the student has been granted credit and courses that are to be completed during each semester of the program in order to meet graduation requirements.

POLICY:

Students shall sign a Curriculum Plan within designated time frames during the first semester of enrollment.

Students who fail to adhere to their Curriculum Plan shall not be allowed to progress in the nursing program until required courses are satisfactorily completed.

Requests for waiver or variance to the Curriculum Plan must be approved by the Deans of Administrative and Student Services (A&SS) and SON in collaboration with the Admissions and Promotions Committee.

PROCEDURE:

Dean Administrative and Student Services/designee:

- Evaluates student transcripts for courses that may be granted credit
- Collaborates with Semester Coordinator(s) to secure a time to meet with students regarding the Curriculum Plan
- Completes the Curriculum Plan in collaboration with the student by the sixth week of the student's initial semester of enrollment
 - Dates and signs form and obtains student signature
 - Provides the student with a copy
- Provides student clerk with:
 - Completed Curriculum Plans
 - Student names and pending co requisite requirements
- Notifies the student of waiver status and time frame for completion.

Subject:

CURRICULUM PLAN

Student Clerk:

- Places the Curriculum Plan in the student file
- Develops and submits list of students who have not submitted proof of co requisite course registration/completion to the Deans of A&SS and SON by the last day of registration week every semester.

Student:

- Submits the following by the beginning of SON registration week:
 - Proof of co-requisite course registration for upcoming semester
 - Proof of co-requisite course completion for previous semester
 - Waiver requests for incomplete co-requisites.

Dean SON:

- Reviews and approves requests for waivers in collaboration with Dean, A&SS.
- Notifies Admissions and Promotions Committee.

PROCEDURE DOCUMENTATION:

Curriculum Plan

REFERENCES:

School of Nursing Catalog: Required courses

REVISION DATES:

July 1996

August 8, 2003

December 16, 2006

November 22, 2010

March 8, 2012