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Subject: **GRADING SYSTEM**	Original Issue Date: 1991	Policy #: **300**
	Supersedes: January 25, 2008	Effective Date: November 18, 2011
Committees Consulted: EDCOS Faculty OES Administration	Reviewed & Approved by: EDCOS Administration College Planning Board of Trustees	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 Education and Consulting Services (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 he/she left before completion of class/program.

Audit: Participant sits in on the class for information only. No certificate or contact hours will be issued.

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.

CSULA Grading System

Students must pass Los Angeles County College of Nursing and Allied Health, EDCOS 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

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Specialized Grading Requirements

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.

I.V./Blood Withdrawal Refresher Program:
- 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) to OES.

PROCEDURE:

Drop

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

Incomplete

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

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

Specialized Grading Requirements

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

Central Orientation: refer to LAC+USC Healthcare Network Nursing policy #516: Employee Orientation

PROCEDURE DOCUMENTATION:

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

REFERENCES:

Network Nursing Policy #516: Employee Orientation
Network Nursing Policy #532: Mandatory Training-Continuing Education Programs
EDCOS Program Protocols

DISTRIBUTION: College of Nursing & Allied Health Policy & Procedure Manual

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REVISION DATES:

1991
February 1999
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November 18, 2011