Los Angeles County
COLLEGE OF NURSING
AND ALLIED HEALTH
1237 North Mission Road, Los Angeles, California 90033

▶School of Nursing
▶Allied Health Continuing Education

(323) 409-5911
collegeofnursing@dhs.lacounty.gov

College Catalog

2021-2022

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

CATALOG

2021 - 2022

1237 N. Mission Road
Los Angeles, CA. 90033-1084

Telephone (323) 409-5911
Website: http://dhs.lacounty.gov/wps/portal/dhs/conah/

ACCURACY STATEMENT

The Los Angeles County College of Nursing and Allied Health (CONAH) has made every effort to ascertain ensure that the information stated herein is accurate.

CONAH reserves the right to make changes affecting programs, policies, regulations, requirements, fees and/or any other matters.

All matters contained herein are subject to change without notice. CONAH assumes no responsibility for misinterpretation of the information presented.

TABLE OF CONTENTS

Introduction 7

General Information.....8
Accreditation and Approval 9
Nondiscrimination Policy.....10
Mission, Vision, and Values 11
Philosophies of Education, General Education, and Learning 12
Student Learning Outcomes: College and General Education.....13
College Map 14
Governance 15

Financial Information.....16
School of Nursing Costs and Fees 17
School of Nursing Financial Obligations 18

Financial Aid Description of Services.....18
Student Eligibility 18
Financial Aid Student Learning Outcomes 19
Tuition Agreement Contracts.....19
Grants, Scholarships, and Loans.....20
Employment.....21
Department of Veteran Affairs (DVA) Educational Assistance.....21
Repayment of Financial Obligation.....21
Free Application for Federal Student Aid (FAFSA) Information Verification Policy.....21
Return to Title IV Funds (R2T4) Policy.....25
Refunds of Student Charges Policy.....28

Student Support Services.....31
Educational Resource Center Description 32
Educational Resource Center Student Learning Outcomes 32
Library Loans, Fees, & Notices.....33
Other Libraries.....35
Office of Educational Services Description 36
Office of Educational Services Student Learning Outcomes 36
FERPA Notification.....36
Student Records – Confidentiality Policy and Procedure 36
Student Support Services: General Information.....38
Transportation and Parking 38
Bookstore 38
Food Services.....38
Child Care Services.....38
Orientation 38
Learning Assistance 38

Student Health Services 38
Counseling/Psychological Services 39
Services for Disabled Students 39
Americans with Disabilities Act Compliance Policy 39
Drug Free Environment 44
No Smoking 46

Campus Security and Safety 47
College Security 48
Campus Crime Report 48
Security Policies and Procedures 48
Security 49
Identification Badges 50
Sexual Harassment Reporting 51
Sexual Assault 52
Disaster Management 53
Active Shooter 54
Fire Response 55
Earthquake 56
Bomb Threat 57
Automated External Defibrillator (AED) 57

Academic Programs – General Information 59

Academic Freedom Policy and Procedure 60
Academic Honesty and Professional Conduct Policy and Procedure 60
Award of Academic Credit Policy and Procedure 62

Instructional Policies 64
Religion/Belief Systems 65
Audio Video Recording 65
Bulletin Board Postings 66
Auditing 69
Classrooms 69
Attendance 69
Instructor Absence 69

School of Nursing 70
Program Introduction 71
School of Nursing Philosophy 72
Student Learning Outcomes 72
School of Nursing Sessions 74
Academic Calendar 74
Student Handbook 75

Admission/Registration/Enrollment Policies 76
Admissions 77
Transfer Students 82
Verification of General Education and Other Course Completion 83
Criminal Record Background Screening 84
Nursing Course Exemptions/Challenges 85
Enrollment, Registration, and Progression 88
Transcript and Enrollment Verification Request 90
Program Limits 91
Certified Nurse Assistant Exam Eligibility 91
Academic Progression Policies 92
Grading System 93
Grading System for Clinical Courses 96
Satisfactory Academic Progress 98
Associate of Science Degree in Nursing 102
Curriculum Plan 103
Transition Nursing Course 104
Pharmacology for Advanced Placement LVN Option II 105
Student Grievance Process Time Frames 106
Student Grievances 108
Curriculum 117
Course Numbering System 118
Prerequisites and Corequisite Courses 118
Advanced Placement Licensed Vocational Nurses 119
Curriculum Plan 123
Generic Program 123
LVN Option I – Career Mobility 124
LVN Option II – Non-Graduate 125
Course Descriptions 126
Semester 1 126
Semester 2 128
Semester 3 131
Semester 4 133

Allied Health Continuing Education 135
Program Introduction 136
Student Learning Outcomes 137
Classes 138
Administration, Faculty, and Staff 140
Administration 141
Administrative Services 142
School of Nursing Faculty 143

Index 145

INTRODUCTION

INTRODUCTION AND HISTORY

The Los Angeles County College of Nursing and Allied Health is a public community college that is owned and operated by the County of Los Angeles. The College supports the educational needs of the Los Angeles County + University of Southern California (LAC+USC) Medical Center, the LAC Department of Health Services (DHS), and the LA County healthcare community by providing learning centered educational programs and career development opportunities for healthcare students.

In 1895 the College Training School for Nurses was founded under the direction of LAC Hospital and USC College of Medicine. The Los Angeles County Board of Supervisors approved the School in 1901. The School was renamed the LAC Medical Center School of Nursing in 1968 to coincide with the hospital name change to the LAC+USC Medical Center. The College is located on the premises of the LAC+USC Medical Center. The SON has additional clinical sites such as Olive View Medical Center, Harbor –UCLA Medical Center and Rancho Los Amigos Rehabilitation Center.

The College achieves its mission by graduating 100 to 150 students with an Associate of Science degree in Nursing every year. Over 98% of these SON graduates pass their national licensing exam.

The College prepares students for employment, professional development, and/or advancement within Los Angeles County. The College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The College has two academic divisions:

- The School of Nursing - Offers a pre-licensure Associate of Science Degree in nursing (ADN) program approved by the California Board of Registered Nursing (BRN).
- Allied Health Continuing Education - is committed to providing quality continuing education programs that enhance the allied health profession's practice. To fulfill this commitment, DAHCE offers a range of courses designed to address the ongoing learning needs of DHS allied health staff. Allied Health continuing education classes are approved by the California Department of Public Health (CDPH).

Student Support Services programs are provided through the following departments:

- Office of Educational Services - Offers student admission, enrollment, and counseling services
- Financial Aid/Scholarship Opportunities - Assists students in accessing financial resources
- Educational Resource Center- Consists of the Library, Computer and Skills labs and provides support for student learning.

GENERAL INFORMATION

ACCREDITATION AND APPROVAL

The College is accredited as a community college by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC: WASC). The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The College offers an Associate of Science Degree in nursing (ADN) to graduates of the School of Nursing.

The California Board of Registered Nursing (BRN) approves the School of Nursing as a pre-licensure nursing program. Allied Health continuing education classes are approved by the California Department of Public Health (CDPH).

College accreditation and program approval status and documents are posted on the College website: http://dhs.lacounty.gov/wps/portal/dhs/conah/

Paper copies are available upon request.

ACCJC: WASC
10 Commercial Blvd., Suite 204
Novato, CA 94949
(415) 506-0234

California Board of Registered Nursing.
Physical Address
1747 North Market Boulevard, Suite 150
Sacramento, CA 95834 - 1924

Mailing Address
P.O. Box 944210
Sacramento, CA 94244-2100

Phone: (916) 322-3350
TTY: (800) 326-2297 (for hearing impaired)
Website: www.rn.ca.gov

NONDISCRIMINATION POLICY # 507

PURPOSE:

To provide equal educational opportunity to all qualified individuals.

POLICY:

Educational Programs

The College supports equal opportunity and welcomes all qualified individuals.

The College provides learning centered educational programs and career development opportunities for healthcare students regardless of race, color, ethnic or national origin, religion, gender, sexual orientation, age, or disability.

The College does not discriminate in the administration of its education policies, admissions requirements, financial aid programs, and other institutionally administered programs.

Students have the right to grieve violations of the nondiscrimination policy.

The divisional Grievance Hearing Coordinator's responsibilities include investigating complaints related to discrimination and noncompliance with Title IX.

The nondiscrimination policy and Grievance Hearing Coordinator contact information is published.

Employee Relations

The College adheres to Los Angeles County regulations related to nondiscrimination.

PROCEDURE:

Educational Programs

The divisional Dean designates the Grievance Hearing/Title IX Coordinator annually.

Faculty and staff direct students with discrimination related issues to the Grievance Hearing Coordinator.

The Office of Educational Services publishes the nondiscrimination policy and contact information in student recruitment documents.

Employee Relations

Upon notification of discrimination, administration will follow the County Policy of Equity (CPOE) and direct employees to obtain information/file complaint through the County Equity Oversight Panel website: https://ceop.lacounty.gov/

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MISSION, VISION, AND VALUES

Mission
To provide learning centered educational programs and career development opportunities for healthcare students in support of the Los Angeles County Department of Health Services.

Vision
To be a model learning centered educational system providing a continuum and breadth of education and professional development to promote health in the Los Angeles community.

Values
To aid us in achieving our mission and vision we believe:

- Education is an indispensable component of high quality and safe patient centered care.
- Education is a dynamic, lifelong process that promotes and maximizes both personal and professional development.
- Our priority is to respond to the educational needs of our students, the LAC+USC Medical Center, Department of Health Services and the community.
- Learning activities that provide for freedom of inquiry, self-discovery and sharing of ideas are conducive to individual growth.
- The teaching-learning process is a reciprocal relationship between learner and teacher, which maximizes learner autonomy, and is effective when achievement of learning outcomes is demonstrated.
- The climate of learning is enhanced when the dignity and worth of individuals with different abilities, learning styles, support systems and cultural and ethnic backgrounds are recognized.
- Ongoing evaluation of our performance and openness to change are essential as programs grow, technology improves, student needs change, and learning methods evolve.
- Teamwork promotes flexibility, collaboration, innovation, and networking.
- Integrity, professionalism, and respect are inherent to our relationships with each other, our students, our partners and the community.
- Fiscal responsibility is vital to ensuring the maximum benefit from DHS resources.

Motto

"There is no education like it in the world"

PHILOSOPHIES OF EDUCATION, GENERAL EDUCATION, AND LEARNING

Philosophy of Education

Education is a dynamic, lifelong process that promotes personal and professional development. Education provides a formal system for the intellectual, emotional and social growth of individuals. The individual engages in an interactive communication process to acquire knowledge, develop potentials and capabilities, enhance and modify attitudes, and foster a spirit of inquiry. The educational system provides the learner a foundation upon which to build understanding of our culturally and ethnically diverse society.

Philosophy of General Education

Students with a broad-based general education foundation are better able to synthesize empirical knowledge, make critical judgments, and generate sound decisions. The broadly educated student is prepared to participate in various roles that are necessary to meet the health care needs of individuals in a rapidly changing society at local, national, and global levels. Selection of prerequisite and co requisite courses from the natural and social sciences, humanities, and communication contribute to and support the student's ability to analyze, understand, and modify experiences.

Philosophy of Learning

Learning is goal-oriented and fostered in an open climate that encourages decision-making based on knowledge and critical thinking. Learning is a process requiring multiple stimuli and active student-teacher involvement. Learning activities that provide for freedom of inquiry, self-discovery and sharing of ideas are conducive to individual growth. The teaching-learning process is a reciprocal relationship between student and teacher, which maximizes student autonomy. Teaching is effective when the learner demonstrates goal achievement. The climate of learning is enhanced when the dignity and worth of individuals with different abilities, learning styles and support systems are recognized. Each student learns and develops as a whole person, with his/her own unique style, abilities, and personal learning goals. Past experiences, cultural and ethnic backgrounds must be appreciated in order to assist and motivate the learner. Students are responsible for participating in activities, which promote mastery of learning tasks and achievement of goals.

STUDENT LEARNING OUTCOMES

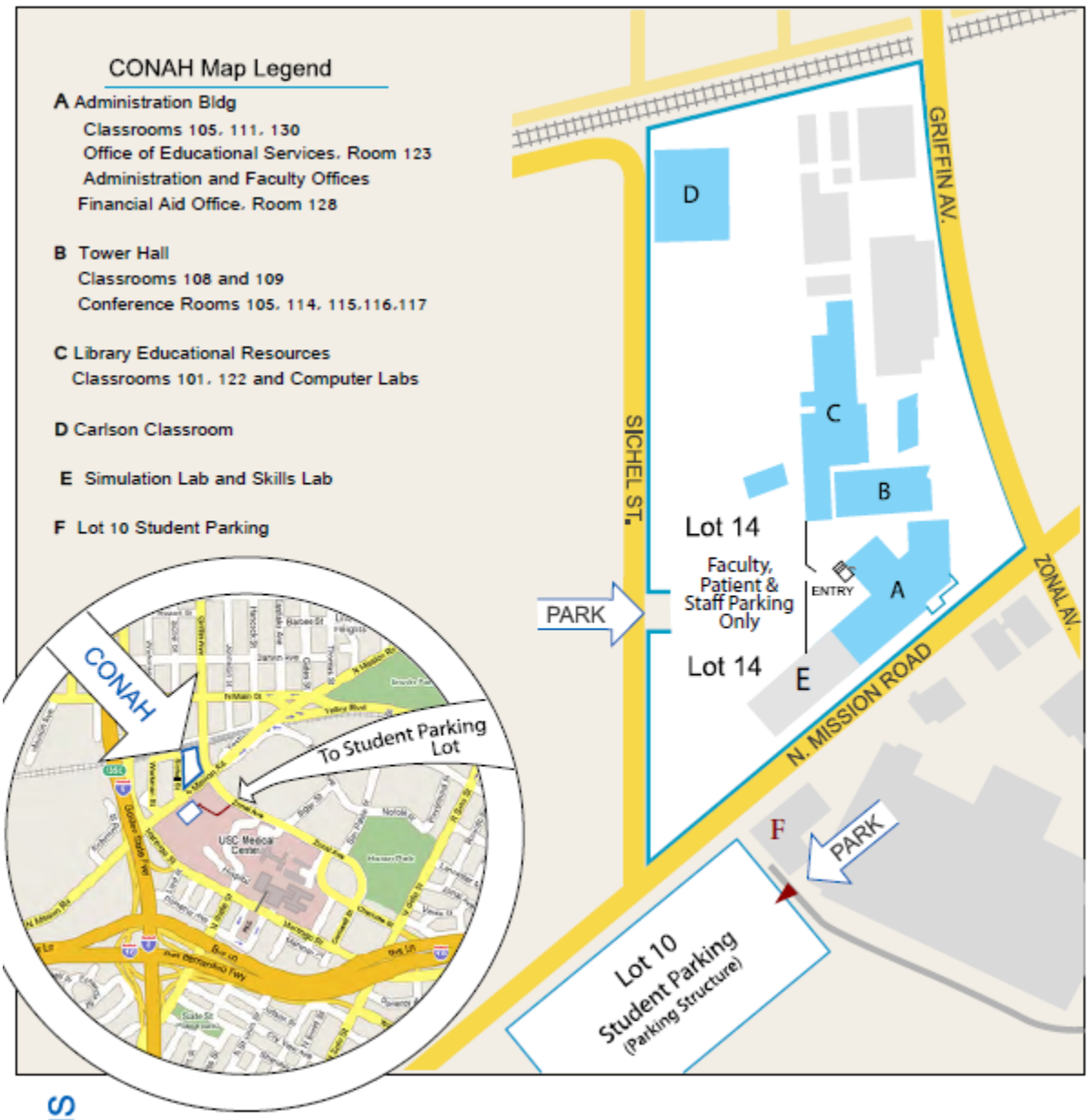
College
Students:

- Demonstrate knowledge and skills necessary to provide safe and effective care, which enables them to adapt in a multicultural healthcare environment.
- Demonstrate effective communication and collaboration to promote optimal health outcomes in a variety of healthcare settings.
- Pursue lifelong learning to enrich personal and professional development

General Education
Students:

- Apply critical thinking to communicate effectively, collaborate with others, and demonstrate ability to research subject matter through reading, speech, demonstration, and writing.
- Demonstrate knowledge of the human mind, body, and behavior through interactions with other and be accountable in the application of this knowledge and skill in an ethical and professional manner.
- Demonstrate cultural sensitivity in interacting with the community through the acceptance of diverse philosophical, cultural and religious beliefs.
- Apply logical reasoning and fundamental mathematical processes and demonstrate competency in the professional setting.
- Apply technological skills to access information, create and organize data, communicate information, use software programs, and operate basic technological equipment.

COLLEGE MAP



DIRECTIONS

Interstate 5-S ▸ Exit Mission Rd., left on Mission Rd., left on Sichel St.

Interstate 5-N ▸ Exit Cesar Chavez, left on Cesar Chavez., right on State St. to Marengo St., left on Marengo to Mission Rd., right on Mission Rd., left on Sichel St.

Interstate 10-W ▸ Exit State St., right on State St. to Marengo St., left on Marengo to Mission Rd., right on Mission Rd., left at Sichel St.

Interstate 10-E ▸ To Golden State (5N), exit Cesar Chavez, left on Cesar Chavez., right on State St. to Marengo St., left on Marengo to Mission Rd., right on Mission Rd., left on Sichel St.

GOVERNANCE

The College is owned by the County of Los Angeles. The Board of Supervisors is the elected governing body for Los Angeles County and establishes/approves overall policy, funding, roles and responsibilities for the various County divisions. The Department of Health Services (DHS) is one of many Los Angeles County divisions. The College is operated under the auspices of the DHS and funded by the LAC+USC Medical Center. The Board of Trustees has been delegated the role of the independent governing body for the College to establish policies and procedures to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the College. The Board of Supervisors has no role in the academic affairs of the College.

The Board of Trustees provides governance to the College that reflects the public interests of the County. The Board reflects the public interest through its members who represent constituency groups from the Los Angeles (LA) community. These members represent various educational and healthcare groups, stakeholders, and the community at large.

Los Angeles County Board of Supervisors

Hilda L. Solis	First District
Holly Mitchell	Second District
Sheila Kuehl	Third District
Janice Hahn	Fourth District
Kathryn Barger	Fifth District

Los Angeles County College of Nursing and Allied Health Board of Trustees

Rosa Maria Hernandez, Ed.D	President
Vivian Branchick, MA, MSN, RN	Secretary
Kathleen Hinoki, PhD, MSN, RN	
Karla Gonzalez, MD, MPH	
Tonia Jones, PhD, MSN, FNP, RN	
Nancy Miller, Ed.D, RN	
Ernest Moreno, MPA	
Jorge Orozco, MS	

Administration

Vivian Branchick, MA, MSN, RN	Provost
Mildred Gonzales, PhD, RN	Dean, School of Nursing
Herminia Honda, MSN, RN	Dean, Institutional Effectiveness, Research and Planning
Trina Trongone, MSN, RN	Director, Office of Educational Services
Ruby Griggs-Gabbedon, DNP, RN	Director, Educational Resource Center

FINANCIAL INFORMATION

SCHOOL OF NURSING: COSTS AND FEES

Tuition, fees, and related costs for the program are listed below. The amounts are due and payable at the times indicated.

FEE	AMOUNT	DUE/PAYABLE	METHOD OF PAYMENT
School of Nursing Administrative	$250 ($50 Class Fund – for Class use for Yearbook & Class Activities) ($200 to Associated Student Body Fund – graduation activities & other School supplies & events)	Upon request	Send check or money order payable to Los Angeles County College of Nursing & Allied Health
Tuition	$2,400 each semester	On or before the first day of each semester	Pay Cashier, LAC+USC Medical Center. Bring receipt to College, Administration Bldg. Rm 123
Students who sign a Tuition Agreement Contract pay $700 each semester & defer $1700 tuition/semester			
Textbooks	$600-900 for the four semesters	On or before the first day of class	U.S.C. Health Science Campus Bookstore
Uniforms & Shoes	$250	Per instruction	Per instruction
Supplies/Skills Kit Bags	$150	Per instruction	Per instruction
Challenge Examinations	$20 for each written examination $40/day for evaluation of clinical experience	Payable on the day of written or clinical examination	Pay Cashier, LAC+USC Medical Center. Bring receipt to College, Administration Bldg. Rm 123
Transcripts	Regular: $5 per transcript Rush: $10 per transcript (1-2 business days)	Upon request	Pay Cashier, LAC+USC Medical Center. Bring receipt to College, Administration Bldg. Rm 123 or send check or money order to Los Angeles County College of Nursing and Allied Health
Late Fee	$25	When registration is not completed by posted deadline	Pay Cashier, LAC+USC Medical Center. Bring receipt to College, Administration Bldg. Rm 123
General Education Courses	Per Community College Fee Schedule	Per Community College schedule	Per Community College instruction

The Los Angeles County College of Nursing & Allied Health reserves the right to make changes affecting programs, policies, regulations, requirements, fees, and/or any other matters pertaining to this schedule at any time.

School of Nursing: Student Financial Obligations
All financial obligations are to be met on a semester-to-semester basis, or prior to withdrawal or graduation from the program. Arrangements for meeting the financial obligations of the Tuition Agreement Contract are to be made prior to withdrawal or graduation.

Students, who become indebted to the College due to unpaid deferred tuition, library fines, damage or loss of equipment/materials or for any other reason, may be denied further enrollment, release of academic transcripts, and refusal to release information to potential employers or other agencies until all indebtedness has been cleared.

FINANCIAL AID

The Financial Aid division provides information to students regarding access and management of available financial resources and assists them to attain their educational goals. The division also conducts information sessions during new student orientation during which students are encouraged to ask questions. Information regarding funding opportunities such as federal loans, scholarships, grants, and tuition deferment are provided to all students.

Individual advisement and assistance are available to students regarding financial aid. A list of available student loans, grants, and scholarships are also made available on the College website. In addition, notifications regarding various funding opportunities are offered to eligible students.

Students and their families have the primary responsibility for financing educational costs. However, the College participates in several financial aid programs. Financial assistance is determined according to each student's financial need.

Student Eligibility
The eligibility criteria for most types of financial aid are that student will:
- Be enrolled as a matriculated student in an eligible program
- Be enrolled on at least a half-time basis (6 units)
- Be a United States citizen or national, or eligible non-citizen
- Have a valid social security number
- Comply with selective service requirements
- Resolve any self-reported drug-related offense reported on the Free Application for Federal Student Aid (FAFSA)
- Own no refunds to any Title IV grant or be in default on any Title IV loan previously received for attendance at any postsecondary institution
- Demonstrate financial need/eligibility as determined by the U.S. Department of Education. See the Office of Financial Aid if assistance is needed to complete the FAFSA form
- Maintain satisfactory academic progress according to the standards established by the College and funding agencies. See Satisfactory Academic Progress policy

- Sign a statement certifying that all financial aid funds will be used only for expenses related to obtaining an education at the Los Angeles County College of Nursing and Allied Health.

For detailed financial aid information, contact the Financial Aid Office at (323) 409 - 5911.

Financial Aid Student Learning Outcomes
The Financial Aid Office identifies its expected program student learning outcomes as Students:

- Complete the nursing program through the assistance of the Financial Aid Office
- Demonstrate knowledge of available financial resources by accessing available financial aid while adhering to associated rules and regulations of both the Department of Education and the College
- Demonstrate personal accountability in managing finances by formulating a financial plan, which promotes a balance between school and other personal responsibilities.

TYPES OF FINANCIAL AID

Tuition Agreement Contract Program
The County of Los Angeles makes available to all enrolled students, a deferred tuition payment plan to help defray a portion of the educational expenses. A student may defer over 70% of the tuition charges each semester during the program up to the established limit, with the exception of repeated class tuition. Upon graduation, the graduate has two options:

Option A – Service Payback: Become employed as a full time Registered Nurse at the LAC+USC Medical Center or other Los Angeles County Department of Health Services medical facility. The Service Payback Option will reduce the entire amount deferred at a rate of approximately $283.00 per month commencing with the 13th month of full-time employment.

Option B – Loan Repayment: Pay the deferred amount deferred as a lump sum or pay over a period of time not to exceed two years at a rate of 5% interest for a Basic program student or one year for an advanced placement LVN to RN student. Upon graduation, repayment begins immediately following the expiration of the six-month grace period.

NOTE: Students who do not complete the nursing program are not eligible to participate in the Service Payback option. They are to repay any amount deferred as stipulated in Option B.

Any student who wishes to participate in the deferred tuition plan may complete the Tuition Agreement Contract packet during the orientation period or any time during their enrollment.

Grants/Scholarships
Federal Programs are available to students for the period of time required to complete the first undergraduate degree:

- Federal Pell Grant Program.
- Federal Supplemental Educational Opportunity Grant (FSEOG).

Grants provide money to help defray the cost of education for students of American Indian heritage:

- Bureau of Indian Affairs Grant (BIA).

Grants are awarded by the State of California to California residents who meet the overall eligibility requirements, as well as the academic and financial criteria. Applicants are to file a FAFSA on October 1st each year and may be required to complete a supplemental application.

- Cal Grant A, B, and C Programs.

Private Scholarships
The College awards and/or administers scholarships that are provided through the generosity of individual donors, private corporations and agencies, alumni gifts, and other resources. These scholarships are awarded on the basis of the information the student submits on the scholarship application, academic achievement and/or financial need.
The scholarship programs available to students are:

- A. Nienstedt Scholarship
- Council of Black Nurses of LA Scholarship
- Highland Park Ebell Club Scholarship
- Mabel Wilson Richards Scholarship
- Mary Berne-Wilshire Scholarship

Loans
The following loan programs, administered by the College of Nursing, are available to assist the student to finance the cost of postsecondary education and require repayment with interest unless noted:

- Direct Subsidized Loan. This loan program is available to students who demonstrate financial need, as determined by the U.S. Department of Education.
- Direct Unsubsidized Loan. This program is available to independent and dependent students who meet all the requirements for financial aid, except demonstration of financial need, as determined by the U.S. Department of Education.

- Parent Loans for Undergraduate Students (PLUS). This loan program is available to parents who wish to borrow for their dependents through the Department of Education.

Contact the Financial Aid Office for information on terms and conditions for loan eligibility, application forms/procedure, and criteria for determining the amount of student award.

Employment
Opportunities for student employment as a Student Nurse Worker may be available at the LAC+USC Medical Center or other Department of Health Services medical facilities. Employment information and applications are available at each Medical Center's Nursing Recruitment and Retention Office.

Department of Veteran Affairs (DVA) Educational Assistance
The College is approved for the training of Veterans and eligible persons under the provisions of Title 77 United State Code. Application for DVA educational benefits is made at the Financial Aid Office.

Repayment of Financial Obligations
Students or former students are expected to meet their financial obligations to the College. A student will be provided with written notice if he or she failed to meet such financial obligations. Pursuant to **California Education Code, Section 72237**, College services such as grades, transcripts, diplomas, registration privileges, or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his or her financial obligation to the College. A student may appeal in writing the decision to withhold college services to the Financial Administrator or designee if related to financial aid, or to the respective Dean/Director if other financial obligation. The Dean/designee shall review the matter and make a determination on behalf of the College. When, in the judgment of the school, the financial obligation has been satisfied, College services will be reinstated.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) INFORMATION VERIFICATION POLICY # 400

PURPOSE:

To establish the Office of Financial Aid (OFA) process for verifying Free Application for Federal Student Aid (FAFSA) information

POLICY:

Notification of Selection and Required Documents for Verification

For all subsidized Title IV programs, the College must have a correct Institutional Student Information Record (ISIR) and valid Student Aid Report (SAR) for each student to receive financial aid.

The U.S. Department of Education (ED) selects applicants for a process called “Verification”.

- The U.S. Department of Education notifies students on their Student Aid Report (SAR)
- The Office of Financial Aid (OFA) is required to verify the accuracy of information submitted on financial aid applications with the information contained in official documents such as Internal Revenue Service (IRS) tax transcripts, social security statements, statements regarding untaxed income, and other documents.

The OFA may select additional students for verification, in addition to those designated by the ED. Student selection may be based on conflicts in information, or concerns regarding information accuracy.

Students selected for verification must submit required documentation.
Students will be notified of timelines for submitting required documents.

Students can obtain required information by using the IRS Data Retrieval Tool available on the FAFSA web application. Students, who are unable to access the tool, must request IRS Tax Transcripts by one of the following methods:

- Calling 800-908-9946
- Completing online request: sa1.www4.irs.gov/irfof-tra/start.do

Students must submit an IRS Tax Return Transcript, instead of using the IRS Data Retrieval Tool, in the following circumstances:

- Information included on the FAFSA using the IRS Data Retrieval process changed after being imported from the IRS
- Parents of a dependent student filed separate tax returns
- Student or student’s parents changed marital status after the end of the tax year

- Student or student’s parents filed a foreign tax return
- Married student and spouse filed separate tax returns
- Student, parent, or spouse filed an amended tax return. Student must submit an IRS Tax Account transcript as well as the IRS Tax Return transcript.

Students are notified of change in award status.

Timelines

- Continuing students – will be notified by April 30th, documents due by July 1st
- New students updating or filing after April 30th – will be notified within 2 weeks if selected, documents due by August 1st or within 2 weeks of notification by OFA, whichever is later.

If financial aid has been disbursed and the student is subsequently selected for verification, further disbursements will be stopped until the verification process is complete.

Failure to submit all required documentation within specified time frames may eliminate student eligibility for federal, state, and College financial aid funds.

Conflicting Information

Conflicting information must be resolved before financial aid funds may be processed and disbursed.

Failure to resolve conflicts within the enrollment period eliminates financial aid eligibility.

Correction of Information

ED notifies the student and OFA when corrections are made to FAFSA.

Loss of Eligibility for Financial Aid

Financial aid will be disbursed to students selected for verification, until the process has been completed.

Misuse of Financial Aid and Referral Process of Information

Suspected fraud or falsified information on the part of the student, parent, preparer of financial aid application or related parties is reported to ED.

PROCEDURE:

Notification/Communication and Required Documents

Office of Financial Aid:

- Notifies students in writing of required initial verification documents
- Provides worksheets
- Identifies due dates
- Notifies students if additional documentation is required, within two weeks of initial review.
- Notifies student of outcome of the verification process.

Student selected for verification submits:

- Initial documentation according to specified timetable
- Subsequent requested documentation.

Correction of Information

Office of Financial Aid:

- Resolves overpayments of federal/state aid by subsequent OFA adjustments to the student's account

- Refers overpayments that cannot be resolved by account adjustment to the proper federal/state agency
- Submits verified corrections of information electronically to the ED.

Notification of Change in Financial Aid Award

Office of Financial Aid:

- Notifies student if financial award and/or expected family contribution changes as a result of verification process
  - If the award status changes prior to the student receiving a Notice of Award, the student will be notified of verification corrections by receiving a new SAR from the U.S. Department of Education
  - If the award status changes after the student receives a Notice of Award, the OFA notifies the student via e-mail no later than 30 days after completion of the verification process. The student also receives an updated SAR.

Misuse of Financial Aid and Referral Process of Information

Office of Financial Aid reports any suspected fraud or falsified information to the ED and all other related parties.

Anyone who suspects fraud or abuse may make a confidential report by contacting the Inspector General's Hotline:

- 1-800-647-8733 (1-800-MIS-USED)
- https://www2.ed.gov/about/offices/list/oig/hotline.html

RETURN OF TITLE IV FUNDS (R2T4) POLICY # 800

PURPOSE:

To ensure the Office of Financial Aid (OFA):

- Monitors student eligibility for aid and verifies continued eligibility upon change in enrollment status
- Returns any unearned aid in accordance with regulations

Definition:

Title IV funds include:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG).

POLICY:

All Title IV financial aid is disbursed directly to students by financial aid checks from the Auditor Controller's Office.

Financial aid students are responsible for their institutional charges (tuition and fees) after receiving their award.

Student eligibility for financial aid and award amount are based on enrollment status (number of units enrolled).

The Higher Education Amendment of 1998 guides the Return to Title IV (R2T4) Funds policy for students who withdraw from all semester courses or the nursing program.

Unawarded Title IV funds are to be returned to federal accounts by Expenditure Management within 15 days.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal.

> Note: Refunds for tuition and other institutional charges from withdrawing from all courses are different from returning financial aid to federal programs. The College Refund policy determines the amount of tuition paid which is eligible for refund after withdrawing. The College Refund policy does not affect the amount of Title IV aid earned by the student.

Students who begin attending classes and who are recipients of Title IV grant or loan funds upon officially/unofficially withdrawing from the Nursing Program must have a R2T4 calculation performed to determine the amount of such funds that have been earned by the student or if any funds must be returned to federal programs.

During the first 60% of the semester enrollment, a student earns aid in direct proportion to the time of his/her enrollment. The percentage of time the student remains enrolled in a semester is the percentage of aid earned by the student. Once a student passes the 60% enrollment point, all aid has been earned for that enrollment period.

In order to determine whether Title IV funds must be returned, the College must perform the following R2T4 calculation:

- Percentage of the payment period completed: number of days attended in the payment period (semester) divided by total days in the payment period excluding breaks
  - If the percentage is greater than 60%, the student has earned all aid received. No further action is required
  - If the percentage is less than or equal to 60%, the student has unearned funds which must be calculated and returned
- Earned amount of Title IV aid: net amount of Title IV funds disbursed or could have been disbursed for the payment period is multiplied by the percentage of the payment period completed
- The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student to determine any unearned aid.

If the earned aid is less than the amount of aid disbursed to the student, the student must return the unearned amount of aid to the institution/lender.

The College will return unearned aid to the Title IV Programs in the following order:

1. Unsubsidized, then Subsidized Direct Loans (by reporting via National Student Loan Database System [NSLDS] changes in enrollment status)
   Note: Loans received by the student are the student's responsibility and are paid back as per the terms of the borrower's promissory note
2. Pell Grants
3. FSEOG
4. Other assistance awarded under Title IV for which return is required.

If the earned aid is greater than the amount disbursed to the student, for which the student is eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Repayments, treatment of Title IV funds, and financial consequences to students are addressed on an individual basis by the (OFA.).

Upon request, the College makes available to any prospective student, information regarding refund policy, impact to earned/unearned eligibility for Title IV funds, and the requirements/procedure for officially withdrawing from the Nursing Program. Consumer information regarding the Refund policy, Leave of Absence policy, and Withdrawal policy are provided in the College Catalog/Student Handbook and from the Office of Educational Services.

Changes in Enrollment Status

Changes in enrollment status require evaluation of whether an R2T4 calculation is required.

- Reduction in units taken during a semester may result in a student receiving more financial aid than they are eligible to retain for that semester
- Dropping one class does not require R2T4 calculations
- If withdrawing from all classes in the semester or from the program, R2T4 calculations are required
- The additional aid may need to be repaid to the institution and to the Department of Education.

Determination of Withdrawal Dates

Withdrawal dates are determined in accordance with the Academic Failure and Withdrawal policy.

PROCEDURE:

Office of Financial Aid:

- Sets up Federal Student Aid (FSA)-Return to Title IV Funds on the on the U.S. Department of Education (ED) Web worksheet profiles at beginning of each academic year.

Changes in Enrollment Status/Withdrawal

Office of Financial Aid:

- Determines change in enrollment status/withdrawal from Student Status Report
- Assembles all data for R2T4 calculation
  - Student specific information – last date of attendance, obtained from Dean/Semester Coordinator
  - Nonspecific student information
- Performs R2T4 calculation of FSA-Return of Title IV Funds on the ED Web worksheet calculator
- Notifies student if any unearned funds are owed/not owed. If funds owed:
  - Sends written notification documenting amount owed and need for individual counseling to make payment arrangements with OFA
- If funds are due to the student:
  - Notifies Financial Aid Administrator
  - Sends memo to Expenditure Management requesting County Auditor-Controller action for post-withdrawal disbursement
- Notifies Expenditure Management of the return of Title IV funds
- Verifies return of Title IV funds with Expenditure Management. If student is non-compliant, ED is informed.

REFUNDS OF STUDENT CHARGES POLICY # 810

PURPOSE:

To ensure that the processes for refunding student charges are fair, equitable, and publicized

POLICY:

Students in degree-granting programs are eligible for refunds only upon withdrawal from all classes.

Refund appeals may be made to the Dean, School of Nursing or Director, of Allied Health. The Dean's or Director's decision is final.

School of Nursing (SON)

SON administrative fee and tuition are refundable. All other fees are nonrefundable.

Refunds will be processed upon receipt of completed Refund Request form.

- Refund Request forms are available from the Office of Financial Aid
- Refund Request must be submitted in person after withdrawal from all classes.

No refunds will be made after the third week of the semester.
EXCEPTION:

- $170 of the administrative fee is refunded if the student withdraws from the program during the first semester of enrollment.
- Students, who receive tuition-only financial aid after they have paid tuition, may receive refunds
- Students in the first semester will be given tuition refunds until the seventh week of the semester according to the schedule below.

Refund percentages are calculated based on withdrawal dates in accordance with the Academic Failure and Withdrawal policy.

Tuition refund schedule:

Withdrawal Date	Refund of Tuition Charges (%)
On or before 2nd week of semester	100
3rd –4th week of semester	71
After 4th week of semester	0
4th – 7th week of semester for 1st semester only	50

The maximum refundable amount is the amount of tuition paid by the student for the semester withdrawn.

Refunds to students withdrawing from short-term (e.g.: 9 week) courses:

Withdrawal Date	Refund of Tuition Charges (%)
On or before 2nd class meeting	100
3rd class meeting	71
4th class meeting	50
After 4th class meeting	0

Deferred tuition amounts or tuition covered by tuition scholarships/grants will not be refunded to the student.

Refunds will be issued within 60 working days from receipt of the Refund Request.

Students on Leave of Absence (LOA)

A student who has a written, approved LOA but who does not return at the end of the LOA, will be considered withdrawn as of the student's last day of attendance.

The refund amount will be calculated based on the student's last date of attendance, prior to beginning the LOA.

Financial Aid Refunds

Financial aid awarded for the semester in which the student withdraws will be refunded to the appropriate agencies and/or fund accounts as stipulated by federal regulations.

PROCEDURE:

The student requesting the refund:
- Completes Refund Request form sections A, B, C & D
- Submits request to Registrar after officially withdrawing from all classes.

Registrar/designee:
- Dates/stamps Refund Request upon receipt
- Verifies information entered on Refund Request form:
  - Section A: Student Information
  - Section B: Reason for Refund Request
- Submits Refund Request form to Financial Aid within five working days of receipt of request

Office of Financial Aid:
- Verifies information entered on Refund Request Section C: Payment Sources
- Calculates refund amount
- Submits refund request to Expenditure Management via a memo including method of disbursement:
  - Student mailbox

  - Certified mail to student's address
- Tracks refunds on Refund Log.

Refund Appeal

Student, who believes that the amount refunded is not fair and equitable, submits a written appeal addressed to the Dean, School of Nursing or Director, Allied Health stating:

- Reason for disagreeing with the calculated refund
- Expected outcome of the appeal.

The Dean or Director reviews all relevant documents and responds with a decision within 30 days from receipt of the letter of appeal.

STUDENT SUPPORT SERVICES

EDUCATIONAL RESOURCE CENTER

The Educational Resource Center (ERC) is located in both Building 110 aka the Library Building and building 10, on the campus of the Los Angeles County College of Nursing and Allied Health. The ERC includes the library, computer labs, and skills labs.

The Library's collection of books, journals, instructional modules, and videos supports the classes and programs offered by the Education and Consulting Services, School of Nursing, and Allied Health divisions of the College. Library holdings consist of approximately 4,000 books, 160 videos/VHS, and over 100 print and electronic journal subscriptions that can be accessed via the colleges two electronic databases from either on or off campus through a link on the College's website. The Library also has study space for 20 students plus 5 computer stations with Internet and intranet access. A photocopy machine with scanning and printing capabilities available for student use.

The SON Computer Lab has a total of 84 stations that are all equipped with Internet and intranet access. Students can access CINAHL, Nursing Reference Center, Nursing Assessment Videos and E-books, which all supports their learning and research. Students also have access to the Medical Center's computerized patient charting system, which enables classes in computerized patient charting to prepare students for their clinical rotations.

The Skills and Simulation Labs include simulation manikins and other equipment and supplies that enable students to practice essential nursing skills to meet course objectives and maintain patient safety. Students are required to purchase skills kits containing needed supplies for practicing procedures prior to actual patient care. Faculty use the labs to assist students with skills practice. Students can also sign up for individualized practice with the assistance of the skills lab coordinator.

ERC HOURS: 0630-1500 (Monday-Thursday), 0730-1400 (Friday) are the Library hours. The skills lab is open Monday- Friday from 0700-1600

ERC Student Learning Outcomes

The Library and Computer Lab program:

Students demonstrate knowledge of available learning resources both in print and electronic form and effectively access, retrieve and analyze information. They utilize these resources for personal and professional growth

The program SLO for the Computer Lab:

Students demonstrate:

- Knowledge of skills development resources by accessing the skills lab and using these resources to enhance learning.

- Psychomotor skills, critical thinking and communication skills in the skills lab setting to be used in the provision of safe care in the clinical setting to diverse patient populations.

LIBRARY LOANS, FEES, & NOTICES POLICY: # 430

PURPOSE:
To outline the policy related to the electronic loan process for borrowing library materials as well as fine/replacement policies for overdue/lost library materials

POLICY:
Library loan services are provided for Los Angeles County employees, non-County workforce member, and Los Angeles County College of Nursing & Allied Health nursing students with a LAC+USC Medical Center Photo ID.

Library patron's information (preregistered) is entered into the CyberTools Patron Inquiry upon admission to the school and/or during the initial encounter as a new patron.

Library patrons are charged fines for overdue material.

Lost material should be reported immediately. Library patrons are charged the replacement cost and a processing fee for lost material. If lost material is also overdue, the fine accrual stops as of the day the material is reported lost.

Nursing students accruing fines of $3.00 or more have a Library "hold" placed on registration, transcript request, and financial aid.

Nursing students must pay their Library fines as part of the checkout procedure.

Non-nursing student Library patrons accruing fines of $3.00 or more must pay their fine before additional Library material can be borrowed.

All fines/replacement costs must be paid prior to an employee signing out of county service.

PROCEDURE:

<u>Registration</u>

Prior to patron borrowing Library material, Library staff:

● Check ID badge to determine that patron is eligible to borrow Library material. Barcode is affixed to patron's County ID card

● Verify with the patron that all personal information inputted is correct

- √ If the system shows, there is more than $3.00 late fees/fines: patron must pay their fine/return overdue material prior to borrowing additional Library material.

If patron was not preregistered through the CyberTools
Library staff:
● Have patron provide personal information which includes name, address, phone number, County ID #, and e-mail, and employment status.
● Ensure all information needed has been provided and that the corresponding barcode number is correctly inputted.

Loan Periods

Library Staff will check out materials to patrons for the following time periods:
● Books = 2 weeks
- Journals are Library Use only
- Modules = 1–2 weeks (depending on the module and expected extent of use)
- Videos/DVDs/CDs may be checked out for 1 week and renewed if not requested by another borrower
- Library material may be renewed if not requested by another borrower
- Reserve materials are Library use only
- Reference books are Library use only
- Yearbooks are Library use only

Fines for Overdue Material

Library Staff collect the following fines for overdue Library material:
- Books: $0.20 per business day, per book
- Videos/DVDs/CDs: $1.00 per business day, per item.

Librarian/ERC Director
● Initiates a hold on SON registration and transcript request for unpaid dues/fines

Replacement Cost

Library Staff collect monies for lost Library material as follows:
● Replacement cost is the cost of the item plus a $5.00 processing fee
● Borrower is given the option of purchasing the item and giving it to the Library
√$5.00 processing fee will be waived if the borrower chooses this option.

Payment

● Checks or cash are accepted for fines/replacement cost.
● $33.00 fee will be applied for any returned check.

Notices

- In support of CONAH sustainability initiatives, ERC/library uses e-mail for all notices generated by the Cyber Tools circulation system
- CONAH students, faculty, and staff are responsible for monitoring their account
- Failure to receive notices will not negate fines.
- Types of notices:
  - Reminder: sent as a courtesy
  - Overdue: sent as a courtesy
  - Recall: material is being called back by the library
  - Pick-up: requested items are available for pick-up

Mutilation of books is considered a serious offense and will be handled on an individual basis.

Library privileges may be suspended for failure to pay fines or for non-compliance with library policies.

Other Libraries

Extensive medical library collections are available at two other sites.

Information:	General Hospital Medical Library	(323) 409-7006
	Norris Medical Library	(323) 442-1116

OFFICE OF EDUCATIONAL SERVICES

The Office of Educational Services (OES) is responsible for student enrollment, registration, and record keeping. The division also offers applicant and student advisement, provides referrals outside of the College, and coordinates SON student tutoring.

OES Student Learning Outcomes

Students:
- Access available counseling and academic resources to successfully complete their chosen programs
- Demonstrate personal responsibility and accountability by formulating a plan that promotes a balance between school and personal responsibilities.

Family Educational Rights and Privacy Act Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The College policy: Student Records – Confidentiality describes procedures to ensure privacy protection.

STUDENT RECORDS – CONFIDENTIALITY POLICY # 430

PURPOSE:

To ensure confidentiality of student records

Definition:

College official is a person:
- Employed by the College in an administrative, supervisory, academic, research, or support staff position
- With whom the County has contracted such as an attorney, auditor, or collection agent
- Serving on the Board of Trustees
- Serving on an official committee such as a disciplinary or grievance committee. This includes student members
- Assisting the individuals listed above in performing official tasks.

POLICY:

College policies and procedures for maintaining confidentiality of student records comply with the Family Educational Rights and Privacy Act (FERPA).

College officials who have a legitimate educational interest may access student records in order to fulfill their professional responsibilities.

Students have the right to:
- Review their educational records
- Request amendment of records they believe to be inaccurate or misleading
- File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements.

Students must:
- Consent to disclosures of personally identifiable information contained within the record except to the extent that FERPA authorizes disclosure without consent
- Be notified of access/release of records, which are outside the course of normal College business.

Student records may be removed from the Office of Educational Services (OES) only as authorized by the Dean, Administrative and Student Services.

PROCEDURE:

Request to Review Records

The student submits a written request that identifies the record(s) they wish to inspect to the Director, OES/designee.

The Director, OES:
- Provides the student with access to their records within 10 business days of receiving the request
- Notifies the student of the time and place where the records may be inspected
- Advises the student of the correct official to whom the request should be addressed if the records are not maintained by the Director, OES.

College officials make arrangements with the Student Clerk to access student records.

Request to Amend Records

The student submits a written request to the Director, OES. The request must:
- Clearly identify the part of the record they want changed
- Specify why it is inaccurate or misleading.

The Director, OES/designee:
- Notifies the student if the College decides not to amend the record as requested
- Advises the student of his or her right to a hearing.

STUDENT SUPPORT
GENERAL INFORMATION

Transportation and Parking
The campus is easily accessible by bus and car. On-campus parking is limited. Students park in Lot 10 (see College map).

Bookstore
Services are available through the Health Sciences Bookstore, University of Southern California Health Sciences Campus (1969 Zonal Ave, Los Angeles, CA. 90033). Hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday.
For information, please call (323) 442-2674.

Food Services
Food service is available at the LAC+USC Medical Center Employee Cafeteria. Snack food may be obtained from vending machines.

Child Care Services
Services are offered through the Los Angeles County + University of Southern California Medical Center Children's Center.
For information, please call (323) 409 -6941.

Orientation
Student services are introduced to all new School of Nursing Semester I students and Advanced Placement LVN to RN students during their orientation. Transfer students are informed of student services by the Director, Office of Educational Services.

Learning Assistance
Assistance is available to help students reach their academic potential. Supplemental instruction available in content areas includes anatomy, physiology, microbiology, nutrition and mathematics/computation skills, and practice of clinical nursing skills. Students may utilize supplemental resource materials to facilitate their nursing courses. Videos, tapes, computer-assisted instructional programs (CAI), manikins and skills practice materials are available for group or individual use.

Student Health Services
The maintenance of the student's physical and mental health is of primary importance. Students are to assume responsibility for their own health.

The cost of any health services provided to the student by the LAC+USC Medical Center will be the responsibility of the student. Therefore, the College strongly recommends that students carry their own personal medical health insurance or have coverage by their families.

Counseling/Psychological Services
Testing
The Director, Advisement and Counseling, will counsel and refer students to outside agencies as needed.

Services for Disabled Students
Students enrolled in the College are protected by the American with Disabilities Act (ADA). The College will provide reasonable accommodations for students with verified disabilities. Contact the Director, Office of Educational Services or the ADA Compliance Officer for further information.

AMERICANS WITH DISABILITIES ACT – COMPLIANCE POLICY #801

PURPOSE:

To provide equal educational opportunities to all Americans with Disabilities Act (ADA) qualified persons

Definitions:

Disability: to be covered by ADA an individual must meet at least one of the following criteria:
- Have a physical or mental impairment that substantially limits one or more major life activities e.g., caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working
- Have a record of such impairment
- Be regarded as having such impairment.

Qualified Student: A student with a disability who meets the skill, experience, education and other requirements of the student role and who, with or without reasonable accommodation, can perform the essential functions.

Reasonable Accommodations: Arrangements for qualified student to enable them to perform the essential functions of a nursing student. Reasonable accommodations cannot impose an undue hardship on the College.

Essential Function Standards for School of Nursing Students: The essential capacities and attributes required for admission, progression and graduation from the College and are commensurate to those required to satisfactorily function as a registered nurse.
The College requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. These skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. Nursing Student Essential Function Standards are located below and in the Student Handbook.
Nursing students must meet these standards with or without reasonable accommodation for successful completion of the program.

ADA Coordinator: The College officer designated to coordinate ADA accommodation and compliance hearings.

ADA Compliance Committee: The selected group of faculty who give a ruling on ADA accommodation and compliance hearings.

Director, OES: The College officer designated to first meet with the student seeking accommodations for a disability and to initiate the student's request with the ADA coordinator and committee.

POLICY:

The College does not discriminate against qualified persons with disabilities and complies with the 1990 Americans with Disabilities Act.

Department of Health Services (DHS) employees will follow the DHS ADA Policy and Procedure.

Students with disabilities have the right to seek reasonable accommodations.
- Students must contact the Director, OES to initiate requests for reasonable accommodations.
- Students who receive accommodations are responsible to notify their instructors in writing with a letter provided by the Dean of Administrative and Student Services.

The **Director, OES** shall be available to:
- Advise students of their rights and responsibilities
- Assist students in the preparation of forms and documentation of disabilities.

The **ADA Coordinator** is assigned by the Dean, School of Nursing and shall be a resource on strategies to accommodate disabled students.

The **ADA Compliance Committee** membership shall consist of:
- ADA Coordinator
- One faculty member and one alternate from each semester/program

ADA Compliance Review Process: Determined on the basis of materials presented, whether the student's request for accommodations is reasonable and does not impose undue hardship on the College. This determination shall be based upon:

- Documentation provided by the student regarding their disability from an evaluator with professional expertise in the related disability (educational psychologist, psychiatrist, etc.)
- Strategies to mediate the student's disability
- Essential Function Standards Required of Nursing Students
- Functional requirement of the clinical sites
- Safety of the student in the clinical sites
- LAC+USC Medical Center Employee health clearance

Confidentiality: At no time shall any information about a student's disability be shared with any person outside of the ADA Compliance process.

Students have the right to grieve violations of the ADA Compliance Policy.

See the table of contents for the Grievance policy location.

PROCEDURE:

Dean, SON appoints annually**:**

- ADA Compliance Coordinator
- One faculty member and one alternate from each semester/program to the ADA Compliance Committee.

Student:

- Schedules meeting with the Director, OES to request accommodations at the beginning of the nursing program or as soon as disability is identified
- Prepares a Request for ADA Accommodation form and documentation of disability from an evaluator with professional expertise in the related disability (educational psychologist, psychiatrist, etc.)
- Submits request for accommodations to the Director, OES for review
- Provide timeline for providing any additional requested documentation
- Request accommodation each semester by providing semester/program coordinator with an ADA letter explaining accommodations from the Director, OES for review

Director, OES:

- Assists student to prepare forms and documentation of disability to be presented to the ADA Compliance Committee
- Forwards the student's request for accommodations to the ADA Compliance Coordinator within 3 days of receiving request
- Informs the student of the Committee's decision and provides a letter stating the approved accommodations if indicated within one week.

ADA Compliance Coordinator:

- Chairs the ADA Committee
- Notifies designated faculty in writing of their membership annually
- Orients members to the ADA compliance process annually or as needed
- Provides copies of the ADA Compliance Policy and related forms as needed
- Schedules Committee meeting within one week of receiving request for accommodations from the Dean, Administrative and Student Service
- Provides information and resources regarding accommodations to the ADA Compliance Committee
- Informs Director, OES decision.

The ADA Compliance Committee:

- Reviews the student's request and supporting documentation for accommodations
- Discusses possible accommodations and resources available to meet the student's needs
- Determines if the request for accommodations is reasonable and does not impose an undue hardship on the College Approves or denies the student's request within one week of receipt.

ADA Timeline

Procedure	Time frame
Submits request for the accommodations to the Director of OES for review	As needed
Director, OES forwards student request to ADA Coordinator	Within 3 business days of receiving request
ADA committee reviews student request	Within 1 week of receiving request
Director, OES informs student of ADA Committee decision	Within 3 business days of receiving decision
Student to provide letter to semester coordinator.	Prior to start of semester or as needed during the semester

All days are business as defined in the policy.

Essential Function Standards Required of School of Nursing Students

Students enrolled in Los Angeles County College of Nursing and Allied Health's School of Nursing are protected by the Americans with Disabilities Act (ADA). Students who may need accommodations or modifications to meet these essential functions are encouraged to contact the Dean Administrative and Student Services to maximize their success in the program.

Standard I Cognitive and Conceptual Abilities

Students must demonstrate the ability to read and understand written documents in English and solve problems involving measurements, calculations, reasoning, and analysis. Students must also be able to apply the nursing process by demonstrating the ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and care modalities. Students must be able to quickly read and comprehend extensive written material and apply information and engage in critical thinking in theory and clinical settings. Comprehending three dimensional and spatial relationships is essential.

Standard II Behavioral – Social Attributes

Students are required to consistently demonstrate empathy, integrity, honesty, interpersonal skills, interest and positive motivation. Students must possess the emotional health required for full use of their intellectual abilities, the exercise of sound judgment, and the prompt completion of responsibilities required for patient care. The development of mature, culturally sensitive, and effective relationships with patients is essential. Students must possess adequate endurance and strength to function effectively under stress for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and to respond by modifying their behavior appropriately.

Standard III Communication Abilities

Students must communicate effectively and efficiently in English with patients, families and other health care providers and demonstrate clarity verbally, non-verbally and in writing. Other required abilities include speech, hearing, reading, writing, language skills and computer literacy. Students must be able to identify communication barriers and use appropriate resources to facilitate effective communication.

Standard IV Sensory Function

Students must have sufficient abilities to gather data from written reference materials, oral presentations, demonstrations, and observations of patients and their environment. Students must be able to observe a patient accurately and appreciate non-verbal communications when performing nursing assessments and interventions or administering medications.

Standard V Motor Function

Students are required to have sufficient motor function to execute movements required to provide general patient care. Students must be able to use equipment competently and respond promptly to emergencies. In addition, students must have the ability to care for patients of all ages. Manual dexterity is required in clinical course work.

Students must meet the Physical requirements of the clinical sites used by the College. The clinical sites currently utilized by the College are part of the Los Angeles County Department of Health Services. The Department of Health Services requires nurses working in its facilities to meet the standard of Physical Class 3.

[The definition for a Physical Class 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequently lifting 10-25 pounds.]

DRUG-FREE ENVIRONMENT POLICY # 560

PURPOSE:

To delineate the College's program/plan for a drug-free campus and workplace.

POLICY:

The College enforces the provisions of the Federal Drug-Free School and Campus Regulations Amendments of 1989.

Employees adhere to LAC+USC Medical Center Policy #508: Drug-Free Workplace.

The College adheres to the California Board of Registered Nursing (BRN) Guidelines: "Impaired Nursing Students".

The College prohibits:

- Unlawful possession, use, or distribution of illicit drugs, alcohol, or substances that pose significant hazards to health by students and employees on campus or as part of any of its activities
- Use of alcohol or the abuse of drugs, or other substances that pose significant hazards to health including prescription medications, to any extent that impairs behavior or performance.

Los Angeles County Sheriff's Department (LASD), healthcare providers, faculty, staff, and students are all responsible for enforcing standards of conduct.

School of Nursing (SON) curriculum shall include content related to detection and treatment of alcohol and substance dependency as outlined in the BRN Required Curriculum Content: Alcohol and Chemical Dependency.

Health Risks

Employees and students are provided with information related to health risks associated with drug and alcohol abuse.

Drug and Alcohol Programs

The College provides all incoming SON students and employees with information related to Alcohol and Drug Abuse counseling, treatment, rehabilitation and referral information.

Legal and Disciplinary Sanctions

Students and employees whose behavior, performance, or conduct indicate a potential danger to themselves or to others, or whose behavior is inappropriate, will not be permitted to continue scheduled activities and will be immediately referred to appropriate support services.

- Students will face disciplinary action up to and including termination from the program/employment.

Unlawful distribution of alcohol, drugs, or substances that pose significant hazards to health by students or employees on College property or as part of College activities is subject to both institutional sanctions and/or criminal prosecution. (See Drug-Free Environment Manual)

Students and employees are informed of College, local, state, and federal penalties/sanctions for illegal trafficking and possession of controlled substances.

PROCEDURE

Prevention

The Office of Educational Services (OES) distributes the following to all students and employees during orientation and annually by September 30th:

- Drug-Free Environment letter
- Drug-Free Environment policy
- Health Risks handout
- Legal and Disciplinary Sanctions
- Alcohol and Drug Prevention Program
- Crime Statistics Report.

Potentially Impaired Faculty, Staff, Student

If impairment is suspected, the witness:

- Requests assistance from second faculty/staff member to verify observed behavior
- Ensures safety of patients, students and staff
  - Contacts LASD, extension X93333, if behavior is perceived as a threat to the individual or others

- Escorts (or arranges escort of) impaired individual to Employee Health Services/Emergency Room
  - Employee Health physicians will assess and make appropriate referrals
  - Do not let person leave unescorted.
- Repeated suspected impairment
  - Employees – Contact Human Resources
  - Students – Refer to Student Handbook: Impaired Student Guidelines.

NO SMOKING POLICY #600

PURPOSE:

To maintain a smoke-free environment at the Los Angeles County College of Nursing and Allied Health (College) in accordance with LAC + USC Medical Center policy and as mandated by the Los Angeles County Board of Supervisors.

POLICY:

Smoking is not allowed anywhere within the LAC + USC Medical Center / College facilities and grounds.

Definition:

Smoking includes the smoking of pipe, cigar, cigarette, operating electronic cigarette, or any other like substance; lighting such substance, and/or carrying a burning pipe, cigar, cigarette, or like substance of any kind.

PROCEDURE:

“No smoking” signs shall be posted.

College employees and students are informed of the smoke-free environment policy during orientation.

CAMPUS SECURITY AND SAFETY

COLLEGE SECURITY

Campus security is provided by the Los Angeles Sheriff's Department (LASD). LASD is vested with the authority and responsibility to enforce all applicable local, state and federal laws and is charged with security responsibilities for buildings owned and leased by the County. The deputies are duly sworn peace officers, authorized to carry firearms, and have full authority and duty to conduct criminal investigations, arrest violators and suppress crime on the campus and on all properties owned and operated by the County of Los Angeles.

LASD assigns a security guard to the College Monday through Saturday from 6 AM to 10 PM. LASD is available 24 hours a day throughout the year and includes the campus as part of its regular Medical Center patrol.

The Sheriff's Office is located in the LAC+USC Medical Center (Room 1633, General Hospital). Students with concerns for their safety or security while at the College campus are encouraged to contact the Sheriff in person, or call (323) 409-3333 for assistance. They are available 24 hours a day, year-round for law enforcement services.

CAMPUS CRIME REPORT

The law requires the reporting of violent crime, burglary, and motor vehicle theft, as well as a summary of arrests and referrals for liquor law, drug abuse and weapon violations. The geographic area for this annual report is the College campus buildings and the surrounding streets that include Griffin Ave, Mission Road, Sichel St. and the railroad tracks.

The Los Angeles County College of Nursing's general statistics and crime report can be obtained through the internet at http://nces.ed.gov/IPEDS/COOL. Paper copies are available upon request.

COLLEGE SAFETY AND SECURITY POLICIES

Each student and employee is responsible for using safe work practices, for following all security directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

CAMPUS ACCESS & SECURITY POLICY #625

PURPOSE:

To describe methods for promoting the safety and security of faculty, staff, students and property

POLICY:

Entry to the College campus by staff, students, and faculty is by presentation of a valid Department of Health Services photo ID.

All visitors and students without badge must check in with security.

Minors are not allowed in classrooms/skills labs during educational instruction or left unsupervised on the College campus.

The normal business hours are Monday through Friday from 0600-1700.

The College campus is closed on weekends and all County approved holidays.

During intersessions and recesses, when there are no classes, the College campus is open during normal business hours.

Safeguards are in place to reduce the risk of criminal activity at the College. These include:

- Limited access to buildings **(cardkey system)**
- Security lights at entrances and in outdoor corridors
- Private security stationed in lobby of Administration building and patrol of College grounds
- Los Angeles Sheriff's Department (LASD) available 24 hours/day for response to College
- LASD routine patrols of campus
- Burglar alarms in all buildings.

Suspicious and criminal activities and incidents are reported

- Incidents may include disturbances by students, visitors, and employees.

PROCEDURE:

Faculty, staff, and students:

- Activate the "panic button" for immediate emergency response
- Notify LASD (x93333) (or 323-409-3333 from cell phone) if on campus when security guard is not on duty or immediate assistance is needed
- Notify security during Saturdays and holidays
- Report criminal or suspicious activity to LASD and to supervisor
- Maintain security of building– do not prop open fire or exit doors.

College Administration/College Safety Officer/designee has the authority to restrict, withhold, or remove access to the College campus from persons who pose a threat or risk to the safety and security of the college community or property. Such individuals may be removed from College

property pursuant to California Code, Penal Code-PEN § 626.8.

IDENTIFICATION BADGE POLICY #511

PURPOSE:

To comply with LAC+USC Medical Center policies and regulatory requirements for identifying authorized College/LAC+USC Medical Center staff

POLICY:

The College adheres to the LAC+USC Center policy: Photo Identification Badges.

The issuance and control of identification (ID) badges are the responsibility of the Department of Health Services (DHS): Department of Human Resources (HR).

All employees, students, trainees, volunteers, and other personnel shall wear a photo ID badge, issued by DHS HR, while on the premises of the College and other DHS facilities.

PROCEDURE:

The employee, student, guest:
- Wears the ID badge between the shoulders and waist with the photo clearly visible
- Does not alter the badge in any way nor attach stickers to the front of the badge unless authorized by DHS.
- Questions and/or reports anyone, who is not immediately recognized as being authorized to be at the College, to Los Angeles County Sheriff's Department (ext. 93333).

Supervisors ensure that employees and students wear either a photo or temporary ID badge.

Temporary ID Badges

The employee/student, who does not have his or her photo identification badge upon reporting to work, obtains a temporary ID badge from:
- Office of Educational Services (OES) if remaining on College campus
- LAC+USC Inpatient Tower Information Desk if going to Medical Center

Designated OES staff issue temporary ID badges specifying effective dates.

Replacement ID Badges

The student must obtain authorization for a replacement badge from the Dean, Administrative and Student Services or the Affiliation Coordinator.

The employee or student:
- Reports lost or stolen ID badges in accordance with LAC+USC Medical Center Policy #511: Photo Identification Badges
- Replaces lost or mutilated badges at the on-site HR office (323) 409 - 2300
  - Pays a replacement fee at the Cashier's Office

Exception: Badge will be replaced at no charge if it exhibits normal wear and tear.
- Presents receipt to the HR office.

Termination of Employment or Enrollment

The employee must immediately return the ID badge to onsite HR office.

SEXUAL HARASSMENT REPORTING POLICY #541

PURPOSE:

To promote a work and learning environment that is free from sexual harassment and that supports reporting of sexual harassment complaints

Definition:

Sexual harassment is a form of unlawful discrimination that is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act.
Sexual harassment includes:
- Unwelcome sexual advances, requests for sexual favors, and other unwelcome, offensive verbal or physical conduct of a sexual nature
- Actual or threatened employment decisions or academic progression based on submission to or rejection of conduct of a sexual nature
- Conduct of a sexual nature, which has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

POLICY:

All employees and students are responsible for assuring that sexual harassment does not occur in the work/learning environment.

Employees adhere to Department of Health Services (DHS) and LAC+USC Medical Center sexual harassment reporting policies.

Any student who believes that he or she has been the object of, or has been affected by, sexual harassment in the work/learning environment or who is aware of an occurrence of sexual harassment shall report such action or incident.

Sexual harassment is unacceptable, will not be tolerated, and will result in disciplinary action.

Confidentiality of the student who experiences, reports, or witnesses sexual harassment must be maintained.

The Sexual Harassment policy and procedure is published and accessible to all students.

PROCEDURE:

Employees review DHS Policy #749: Sexual Harassment and sign the acknowledgment of receipt and awareness form annually.

Students receive sexual harassment information in the Catalog and during orientation.

Students report sexual harassment to any one of the following:
- Instructor
- Program or semester coordinator
- Immediate supervisor or any manager/supervisor.

Instructor/coordinator/supervisor who takes the report:
- Obtains statement from student or witness as soon as possible after the event
- Assures student that the matter will be investigated
- Immediately notifies Administration and Human Resources (HR) either verbally or in writing
- Prepares a written report as directed by HR
- Implements measures to minimize exposure to further sexual harassment
- Maintains the student's confidentiality.

Sexual Assault

Sexual assault is any sexual act in which a person is threatened, coerced, or forced to comply against her/his will regardless of whether the person knows the assailant(s) casually, intimately, or not at all. Any form of rape or sexual assault is an act of aggression that may be investigated for possible disciplinary and legal action regardless of whether the incident occurs on or off campus.

Students wanting more information about sexual assault or wishing to discuss a particular situation about sexual assault should consult with the Dean of Administrative and Student Services (Office of Educational Services, Room 123, Extension 95911). An actual sexual assault should be reported immediately to the Los Angeles Sheriff's Department, extension x93333.

Sexual Assault And Drugs

Across the country sexual assault cases are being reported in which drugs such as Rohypnol or "Roofies" and GHB have been used to render victims helpless, unconscious, and unable to resist or escape a sexual assault. Since the drugs are colorless, odorless, and tasteless, the victim is often unaware that it has been put into his or her beer, other alcoholic beverage, soda, or water. Rohypnol has already been implicated in several date rape cases. Please report any suspicious activity of this nature to your local police or Sheriff's Office.

Campus Sexual Assault Victims' Bill of Rights is available in the Office of Educational Services, Main Campus, Room 123, and in the Library.

Information regarding registered sex offenders who might be present on campus can be obtained at:

Megan's Law Sex Offender Location Map within Los Angeles County on the internet: http://gismap.co.la.us/SOLS/viewer.htm.

DISASTER MANAGEMENT POLICY #621

PURPOSE:

To ensure a well-organized system for managing disasters, involving the College/LAC+USC Medical Center

Definition:

Staging Area: Building 10/20, Room 111
Command Post: Building 10/20, Room 123
Evacuation Zone: Parking Lot 14

POLICY:

The College Disaster Plan shall be implemented upon Medical Center administration notification of a disaster ("Code Triage") or self-activation.

Self-activation shall occur when:

- An obvious disaster situation takes place (e.g., intense earthquake causing significant damage or multiple injuries)
- The person implementing the disaster plan reasonably believes that a delay in activation while awaiting administrative approval may risk further damage or injuries.

PROCEDURE:

Upon disaster notification or self-activation, the College faculty and staff:

- Remain on duty
- Keep phone lines clear
- Assist those who require immediate care (if safe to do so)
- Report to College Staging Area if safe to do so, or Evacuation Zone if required

Administrative staff reports to the College Command Post and implements the College Disaster Plan.

Faculty:
On College Campus

- Assess the need for immediate evacuation

- Report to the College Staging Area for assignment
- Report to Evacuation Zone if unsafe to remain in College buildings
- Keep record of students in attendance in theory classes
- Maintain control and safety of students
- Remove students to College Evacuation Zone, as directed

Off College Campus (Clinical Facility)
- Remain on duty
- Follow facility disaster management procedure
- Call the College Command Post to report status
- Maintain record of students in clinical area and assignments

Students
- Remain in classroom until instructed otherwise if on campus (if safe to do so)
- Remain in assigned clinical area and follow facility disaster procedures as instructed
- Report to instructor prior to leaving assigned clinical unit.

ACTIVE SHOOTER POLICY #624

PURPOSE:

To provide direction for facilitating faculty, staff, and student safety in the event of an active shooter

Definition:

Active Shooter is a situation where a suspect is actively discharging a firearm into an area where it is reasonably expected that persons could be struck by the suspect's fire.

POLICY:

Student, workforce members and security personnel will be notified of shooting in progress and when situation has ended.

Student/workforce member:
- Ensure their own safety first and then the safety of others
- Remain in secure locations until instructed otherwise.

PROCEDURE:

Student/workforce member:
- Stay in their current location, if secure, or proceed immediately to a safe lockable room
- Assess the need for immediate evacuation
- Ensure door is locked
- Turn off lights

- Keep phone lines clear
- Stay away from windows and doors
- Assist those who require immediate care (if safe to do so)
- Get close to ground (lying face down) if in imminent danger
- Stay in secure location until:
  - Directed by law enforcement to change location or that situation has ended and that the threat no longer exists
  - Location change is necessary due to immediate threat (e.g. fire).

Student/workforce members, who are in open areas, shall attempt to find an area to take cover (behind wall, vehicle, pillar, etc.) or to conceal themselves behind an object

- If no cover is available, lie on the ground, face down, and do not move.

Student / workforce members shall notify the following of incident when safe to do so:

- Los Angeles Sheriff's Department (323-409-3333)
- College Security (main building front desk)
- Other faculty, staff, and students
  - Page via telephone system
  - Press # 62165 and announce: "Code Silver. College is in lockdown". Repeat three times.

FIRE RESPONSE POLICY #622

PURPOSE:

To ensure a well-organized system for managing a fire or smell of smoke

POLICY:

Faculty, staff, and students must report fire or smell of smoke.

Fire Procedure is:

- Implemented upon notification of a fire ("Code Red") or smell of smoke
- Posted in designated areas throughout the College, including each classroom and by each elevator.

PROCEDURE:

In the event of a fire or smell of smoke, implement the following (if safe to do so):

Safety of Life:
1. Remove anyone from immediate danger
2. Close all windows and doors

Alarm:
1. Activate the nearest alarm box and remain there until Los Angeles Sheriff's Department or firefighters arrive (if safe to do so)

2. Dial x111 [or (323) 227 – 0410 from a cell phone) and give operator location and type of fire. If fire is visibly present dial 911 immediately.

Fight the Fire:

1. Turn off all electricity, except lights
2. Use appropriate fire extinguisher (or Type ABC for all fires)
3. Extinguish the fire
   Pull the pin
   Aim the hose at the base of the fire
   Squeeze the handle
   Sweep the fire from side to side

Evacuate:

1. Check for remaining persons and evacuate
2. Evacuate to another area on same floor (horizontal), to another floor (vertical), or outside the building
   Know the evacuation routes posted in the area

Other:

1. Do not use elevators
2. Employees in adjacent areas shall respond with a fire extinguisher
3. Continue procedure until all clear is given by the Medical Center Engineer

Earthquake

When an earthquake occurs:
Remain calm
Do not run

Remain where you are, indoors or outdoors
Be alert for falling objects and try to avoid them. Avoid fallen wires.

- If indoors, stay away from windows and outside walls. Take cover under a desk or table, sit or stand against an inside wall or stand in an inside doorway.
- If outdoors, stay away from overhead electric wire poles or anything else that might shake loose and fall.

After earthquake occurs:
Remain calm
Check for gas and water leaks, fires, and objects about to fall.
Render assistance to anyone injured
Use extreme caution when leaving the building
Be careful of broken wires and falling debris.

DO NOT:

- Use the telephone, except for emergencies. For information, turn on your radio bearing in mind that early reports may be distorted
- Repeat alarming stories
- Go to disaster scene unless you are officially authorized to do so.

Bomb Threat

In the event of a bomb threat, a calm attitude and atmosphere is to be maintained in an attempt not to upset patients and staff.

The following procedures are to be followed when a bomb threat has been received:

The person receiving the bomb threat:
- Attempts to find out:
  - where the alleged bomb has been placed - Find out when/where the alleged bomb will explode
  - where the bomb is located
  - what kind of bomb it is
  - what the bomb looks like
  - why it was put there
  - the name and address of the caller
- Writes down the exact words of the caller, the time and date the call was received, description of the caller's voice (male/female, young/old, tone of voice) and listens for any identifiable accents, coherency, background noise, etc.

Any bomb threat is to be IMMEDIATELY reported to a faculty member/College Administration and Los Angeles Sherriff's Department (LASD), ext. 93333.

LASD will coordinate the necessary search, notify police and fire departments, and keep Administration informed of the situation. The area may be evacuated.

AUTOMATED EXTERNAL DEFIBRILLATOR #626

PURPOSE:
To describe the utilization of the Automated External Defibrillator (AED) designed to provide an organized response to cardiopulmonary arrest and early defibrillation by first responders within the College of Nursing and Allied Health campus.

POLICY:
The College maintains an AED in the lobby of the Administration building (located behind the counter). It is housed in a well-marked, wall-mounted AED designated cabinet that alarms when opened.
A key to the cabinet (to shut-off/reset the alarm) is located in the first drawer on the left under the counter.

The College Safety Officer is responsible for ensuring that the unit is functional and has an adequate supply of AED pads.
After the AED is used or anytime the cabinet is opened, the College Safety Officer must be notified via email as soon as possible.

PROCEDURE:
In the event of a cardiac arrest:

- Initiate CPR
- Retrieve the AED
- Utilize the AED as soon as possible following AED prompts
- Designate someone to:
  - Call 911
  - Call 111 [or (323)227-0410 from a cell phone]. Inform telephone operator 911 has been called and location of the emergency
  - Notify the Office of Educational Services (OES).

The security personnel at the front desk or the responder shall deactivate the alarm once the cabinet is opened.
Return the AED unit to the cabinet and make sure a package of AED pads is available.
Notify the College Safety Officer the AED cabinet has been opened.

ACADEMIC PROGRAMS GENERAL INFORMATION

ACADEMIC FREEDOM – FACULTY POLICY # 200

POLICY:

Faculty have the:

- Freedom to develop curriculum/courses, teach, communicate, research, and publish within the constraints of Department of Health Services, LAC+USC Medical Center, College of Nursing and Allied Health, and other regulatory agency policies, procedures and guidelines
- Obligation to teach content and use teaching methodologies that are relevant and consistent with the curriculum program framework and course/program objectives.
- Freedom to express their opinions in matters relevant to course content in an objective manner and shall not use their position to indoctrinate students with their personal, political, and/or religious views.

Faculty monitoring and observation, such as peer review, is done openly with the full knowledge of the faculty member being reviewed.

The College adheres to content frameworks provided by accreditation and regulatory agencies/standards

Divisional deans, in collaboration with faculty, determine course/program content in accordance with established frameworks

The Academic Freedom-Faculty policy is published.

Faculty:

- Present course/class material clearly, objectively and free from bias
- Use teaching methodologies that are consistent with the curriculum framework and course/program objectives
- Identify personal viewpoints as separate from those of the College
- Foster an educational environment, which stimulates the spirit of inquiry.

ACADEMIC HONESTY & PROFESSIONAL CONDUCT POLICY #201

PURPOSE:

To define, promote, and uphold academic honesty and professional conduct.

Definition:

The College believes that academic honesty is essential for an effective educational process in both the clinical and the classroom setting.

Academic honesty and professional conduct include fidelity, justice, moral courage, and veracity. Fidelity requires faithfulness in fulfilling all duties, agreements, and promises. Justice requires fair treatment and respect for the rights of all. Moral courage requires that all individuals act

according to their best ethical judgment, arrived at, after careful consideration of the facts of the situation, application of pertinent moral and ethical principles, and irrespective of their personal interests. Veracity requires accuracy and truthfulness regarding causes, intentions, and what actually occurred.

POLICY:

Academic honesty is essential to ensure due process and fair and equal treatment for all faculty, staff, and students.

Academic honesty and professional conduct are a mutual responsibility of faculty, staff, and students.

Faculty, staff, and students will be oriented to the definition of academic honesty and consequences of academic dishonesty/professional misconduct.

All faculty, staff, and students have an obligation to report behaviors that compromise academic honesty or professional conduct, which include but are not limited to:

- Cheating during examination
- Fabrication/lying/misrepresentation
- Plagiarism/copyright violations
- Forgery
- Failure to return exam/Scantron
- Copying/Photographing exam questions
- Removal of exam from testing or review area
- Assisting in acts of dishonesty
- Misrepresentation of the completion of clinical skills
- Falsification of documents
- Misuse/stealing of supplies and/or medications
- Illegal or unethical acts that endanger patient safety
- Excessive tardiness or absences
- Disruptive behavior
- Act or threat of verbal or physical abuse to any person
- Sexual Harassment
- Violation of HIPAA security
- Unauthorized recording.

Academic dishonesty will result in a grade of “F” and/or immediate dismissal from the class/program.

Student professional misconduct will result in disciplinary action which may include dismissal from the program.

Employee professional misconduct will be referred to Human Resources.

PROCEDURE:

Faculty review and obtain student signature on Student Agreement form upon admission to School of Nursing (SON) or orientation to Education and Consulting Services/Allied Health programs.

Employees and students report:
- Employee professional misconduct to employee's supervisor/College administration
- Student professional misconduct to program/semester coordinator.

AWARD OF ACADEMIC CREDIT (CONAH POLICY #300)

PURPOSE:

To establish the process for awarding academic credit.

POLICY:

The College awards academic credit based on both accepted practices in degree-granting institutions and on established College policies and procedures.

The College awards course credit and degrees based on student achievement of specified learning/course/program outcomes.

School of Nursing
- One credit/unit is one hour (50 minutes) of theory per week for one semester and three hours of lab/clinical experience per week for one semester. The college operates an 18-week semester
- An Associate of Science degree in Nursing is awarded to those students who successfully complete the Basic RN program, as well as students who successfully complete the Option I LVN to RN program.at the completion of the nursing program for Basic RN students and Option I LVN to RN students.

Allied Health
- One continuing education contact hour is granted for each 50 minutes of theory course instruction. Three hours of course-related clinical practice equals one continuing education contact hour.
- Credit for Certified Nursing Assistant (CNA) is based on California Department of Public Health requirements. Certificates of Completion towards renewal of CNA certification is given for classes approved by the Department of Public Health and successful completion of class.

Divisional policies standardize methods for assigning student grades.

PROCEDURE:

Faculty:

- Validate student competency in meeting course/class objectives and student learning outcomes
- Award grades in accordance with divisional grading policies.

INSTRUCTIONAL POLICIES

STUDENT RIGHTS – RELIGION/BELIEF SYSTEMS POLICY #508

PURPOSE:

To identify a mechanism for addressing student requests related to cultural values, ethics or religious beliefs.

POLICY:

The College adheres to the LAC+USC Medical Center policy pertaining to Staff Rights.

The College will address student requests not to participate in course/clinical activities where there is a perceived conflict with cultural values, ethics, or religious beliefs.
Examples of these are elective abortions, blood transfusions, attendance on religious holy days, etc.

Students are expected to meet all academic requirements.

PROCEDURE:

The student will submit a written request not to participate in the activity to the program/semester coordinator at the beginning of the program/semester when they receive their schedule.

The program/semester coordinator:

- Implements alternative methods to ensure that course/clinical requirements are met and notifies student in writing
- Submits copy of student notification to Office of Educational Services for student/program file.

AUDIO/VIDEO RECORDING – STUDENT POLICY #760

PURPOSE:

To delineate the purpose and process for audio/video recording of College classes

POLICY:

Audio/video recording any portion of a class requires permission of faculty members.

Audio/video recording of College classes may be used for personal study only.

All newly enrolled students in the School of Nursing must read and sign the Student Audio/Video Recording Agreement.

Audio/video recording restrictions are based on:
- Legal issues related to the use of copyright materials
- Ethical issues related to confidentiality of personal and patient information
- Potential detriment to the quality of teaching or class discussion.

Any distribution of class audio/video recordings is prohibited. This includes selling, posting, uploads to the internet, and transcripts.

PROCEDURE:

Office of Educational Services staff:
- Obtains School of Nursing student signature on the Student Audio/Video Recording Agreement form during orientation
- Maintains the form for duration of the student's enrollment in the School.

Student:
- Obtains faculty member's permission at the beginning of each class
- Audio/video records in a manner that does not disrupt class at any time
- Stops recording:
  - During presentation of any copyrighted material
  - Whenever any faculty member or student requests no recording

BULLETIN BOARD POSTINGS POLICY #401

PURPOSE:

To establish guidelines for bulletin board postings

DEFINITION:

"Solicitation" means to ask or beg another, by word, conduct, or other form of communication, for money or some other thing of value.

POLICY:

Designated faculty, staff, and students are responsible for posting and maintaining current bulletin boards.

Divisional deans and directors designate persons responsible for posting.

Postings must be mounted on a permanently installed bulletin board. Posting directly on walls is prohibited.

Postings must be dated. Outdated materials will be removed.

County Ordinance No. 2292 prohibits solicitation in any building or on any property of the County of Los Angeles. Such notices may not be posted.

Bulletin board space is provided and maintained for designated materials:

Building/Location	Postings	Responsibility
Administrative Building		
Main Hallway	College Announcements	OES
	EDCOS: SLO, CE provider approval, flyers	EDCOS, OES
	Semester I: Course information	Semester I
	Semester II: Course information	Semester II
	Semester III: Course information	Semester III
	Semester IV: Course information	Semester IV
	Financial Aid: Scholarship/loan info	Office of Financial Aid
	ASB & class officers, minutes	Faculty liaisons/ASB officers
	Permanent Postings: Medical Center Mission, Advance Directives, Regulatory Postings	OES
	Allied Health	AH
Lobby Hallway	SON General Information ERC notices, TB test dates	
Main Hallway	College Notices Mission; College, GE, Support Service SLOs; BOT membership and meeting dates	OES
Lobby (behind desk)	Daily classroom schedule	OES
OES Room 123 ▪ Behind door	Class/program schedules	OES
Admin Foyer	Student Outcomes, Admin Information	Admin
Employee Break Room	Regulatory Postings	Designated faculty
FRC ▪ Wall opposite door	Educational opportunities: classes, programs, seminars	Designated faculty
▪ Over photocopier	Current Information: medical news clippings, minutes, proposed policy changes	
Educational Resource Center		
Library Entrance	Library staff, hours of operation	ERC staff
Back hallway	Educational opportunities: classes, programs, seminars, Regulatory Postings	ERC staff
Tower Hall		

Building/Location	Postings	Responsibility
Hallway	ASB and class information	Faculty liaisons/ASB officers
Student Lounge	Student communications: textbooks/uniforms for sale, apartments for rent	Students
Carlson Trailer		
Hallway 1 & 2	SON Skills Lab	Skills Lab Coordinator & designated faculty

AH	Allied Health	FRC	Faculty Resource Center
ASB	Associated Student Body	OES	Office of Educational Services
BOT	Board of Trustees	SLO	Student Learning Outcome
EDCOS	Education & Consulting Services	SON	School of Nursing
ERC	Educational Resource Center		

PROCEDURE:

Designated faculty, staff, and students post and maintain bulletin boards as assigned.

Students obtain approval for postings from Director, OES

ASB officers/designee post ASB/class information.

Designated OES staff:
- Create a Daily Schedule of Classes from the Room Reservation schedule
- Post schedule by 0630.

Faculty, who want material posted in the FRC:
- Date the material they want posted
- Place it in the designated FRC mailbox.

Designated faculty member posts information weekly.

GENERAL INSTRUCTIONAL POLICIES

Auditing
The School of Nursing does not permit auditing of classes.

Classroom
Eating and drinking are not allowed in any classroom.
Students may not bring children to class.

Attendance
Students are expected to attend all classes and clinical learning experiences. Punctuality is expected throughout the program. When illness or other special circumstances prevent attendance, the student is responsible for contacting the course coordinator/instructor within twenty-four hours of returning (with the exception of weekends) to plan for meeting the learning requirements. Academic standing following prolonged or repeated absence may be jeopardized because of non-achievement of course objectives.

School of Nursing specific policies and procedures related to attendance and make up examinations are published in the Student Handbook and course syllabi.

Absence of Instructor
In the event of instructor absence, students are to notify the Office of Educational Services and await further instruction.

SCHOOL OF NURSING

PROGRAM INTRODUCTION

The School of Nursing (SON) offers a four-semester, pre-licensure nursing program that includes advanced placement options. The program prepares students for entry level practice and culminates in an Associate of Science Degree in Nursing. Students who successfully complete the program are eligible to apply for the National Council Licensure Examination for Registered Nursing (NCLEX-RN) and to seek employment as an entry level registered nurse.

The SON completion and graduation rates may be found on the Integrated Post-Secondary Education Data System (IPEDS) website as well as on the College website. The College NCLEX-RN pass rates may be found on the Board of Registered Nursing and College websites.

The SON program admits new students to the first semester and Licensed Vocational Nurses (LVNs) enter as advanced placement students in the third semester. LVN to RN Advanced Placement Options are described in the SON Admissions policy.

The philosophy, student learning outcomes, and objectives of the educational program give direction to the development and implementation of the curriculum. The SON courses adhere to California Board of Registered Nursing (BRN) curriculum guidelines.

The SON faculty regularly evaluate and revise the philosophy, learning outcomes, objectives, policies, and curriculum in order to maintain a current and effective program of study.

SCHOOL OF NURSING PHILOSOPHY

THE FACULTY BELIEVE:

NURSING EDUCATION is a continuous process that builds upon a theoretical base from related disciplines. Nursing education emphasizes theoretical knowledge and principles to guide and influence the practice of nursing. The goal of nursing education is to prepare students with the knowledge, skills, and sociocultural sensitivity necessary for assisting man to maintain health.

***CLIENT**S an individual, family, group or community with inherent worth and dignity. Man functions in a holistic, harmonious manner and is viewed as an open system with five interrelating variables that are always present and determine the nature and degree of stress experienced.

ENVIRONMENT consists of both internal and external forces that influence the system stability of man. System stability is dependent upon man's ability to adapt to environmental forces.

HEALTH is a dynamic and ever changing state of system stability. Health exists at various changing levels that are on a continuum from wellness to illness. The *client as a member of society has a right to participate in a health care system and be provided with opportunities for health education. To optimize health, the *client assumes an active role in meeting his own health care needs.

NURSING focuses on determining the nature of environmental forces, which may result in health problems. The goal of nursing is to facilitate optimal system stability through the integration of the nursing process and nursing role. Nursing acts as an advocate and collaborator involving the patient, family, community and other health care members. Nursing is accountable for functioning within safe, ethical and legal boundaries and for providing cost effective quality care.

*In this institution, client is used in lieu of man.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon program completion, the graduate, as an entry level registered nurse provides and manages client-centered nursing care by:

1. Applying the nursing process when safely caring for clients across the health-illness continuum throughout the life span in a variety of healthcare settings.

2. Communicating effectively and appropriately when interacting with individuals, families, groups, communities, colleagues, and other healthcare disciplines to achieve optimal health outcomes.

3. Collaborating with individuals, families, groups, communities, colleagues and other health care disciplines to achieve optimal health outcomes in a cost-effective manner.

4. Demonstrating leadership, accountability, and advocacy within legal, ethical and professional standards as a nurse and as a contributing member of society.

5. Formulating individualized client care plans using critical thinking skills based upon relevant scientific knowledge, and evidence-based practices, and interpretation of clinical information.

6. Educating client/family to promote preventative and restorative health measures.

7. Demonstrating awareness and respect for diverse sociocultural values and beliefs.

SCHOOL OF NURSING SESSIONS

The School year is composed of two academic semesters, which consecutively extend from August through May. During the regular semesters, classes are offered beginning at 7:00 a.m., Monday through Friday. There may be a summer session scheduled during June, July and August. The same requirements for admission, enrollment and graduation apply to all students regardless of the time of day or period of the year that they attend classes. The College library, skills and computer laboratories, and other facilities are available throughout each session.

ACADEMIC CALENDAR 2021-2022

APPLICATION PERIODS

June 15th – July 15th	Two-year program	Spring 2022 entry
January 15th – February 15th	Two-year program	Fall 2022 entry
November 1st – December 1st	LVN-RN Advanced Placement	Summer 2022entry

SUMMER 2021 *

June 14, Monday .....Summer LVN-RN Transition Course Begins
July 5, Monday .....Independence Day (Holiday observed)

July 16, Friday.....Summer LVN-RN Transition Course Ends

FALL SEMESTER 2021*

August 2-3, Mon-Thurs .....Registration for Continuing Students Begins
August 9-13, Mon-Fri.....New Student Orientation – Class 2022-I
August 16, Monday.....Fall Semester Begins
September 6, Monday.....Labor Day (Holiday)
October 11, Monday .....Columbus Day Observance (Holiday)
October 15, Friday.....Deadline to Withdraw from an 18 Week Course with Grade of "W"
November 11, Thursday .....Veteran's Day (Holiday)
November 25, 26, Thurs/Fri .....Thanksgiving (Holiday)
December 16, Thursday.....Graduation Ceremony
December 17 Friday .....Fall Semester Ends
December 20, Monday.....Winter Recess Begins

SPRING SEMESTER 2022*

January 3-6, Mon-Thurs .....Registration for Continuing Students Begins
January 10-14, Mon-Fri.....New Student Orientation – Class 2022-II
January 17, Monday .....Martin Luther King, Jr. Day (Holiday)
January 18, Tuesday .....Spring Semester Begins
February 21, Monday .....Presidents Day (Holiday)
March 18, Friday .....Deadline to Withdraw from an 18 Week Course with Grade of "W"
March 21, Monday .....Spring Recess

March 28, Monday .....Cesar Chavez Day (Holiday)
March 29, Tuesday .....Courses Resume
May 26, Thursday.....Graduation Ceremony
May 27, Friday .....Spring Semester Ends
May 30, Monday .....Memorial Day (Holiday)

**** Calendar is subject to change without notice***
02/21

SCHOOL OF NURSING STUDENT HANDBOOK

The Student Handbook includes explanations of many aspects of the School of Nursing including detailed information concerning policies and procedures. All new students receive a copy of the Student Handbook.

Students are responsible for informing themselves of, and satisfactorily meeting all requirements pertinent to their relationship with the School of Nursing.

The School reserves the right to make policy and procedure changes as circumstances demand.

SCHOOL OF NURSING ADMISSION/REGISTRATION/ENROLLMENT POLICIES

ADMISSIONS POLICY #800

Minimum Admissions Requirements

Los Angeles County Residency

- Resident of Los Angeles County for one year immediately prior to admission
- Residency requirement will be waived for veterans or their dependents.

Education

- U.S. high school graduate or equivalent
- Minimum overall grade point average (GPA) of 2.5 in college academic courses, from a U.S. accredited college or university
- Minimum grade of "C" in required prerequisite college courses (X = required course):
- Minimum overall GPA of 3.0 “B” in required prerequisite College Science courses

	Semester Units		Basic RN	LVN-RN Option I	LVN-RN Option II
	Theory	Lab			
Human Anatomy *	3	1	X	X	
Human Physiology *	3	1	X	X	X
Microbiology *	3	1	X	X	X
College English Composition	3		X	X	
Life Span Psychology (infancy through old age)	3		X	X	
Sociology	3		X	X	
Humanities	3		X	X	
U.S. Political Science or U.S. History	3		X	X	
Speech 101	3		X	X	
PE		1	X	X	

* Science courses must be completed within 7 years prior to nursing program admission.
Licensed Vocational Nurse (LVN) Option II – No recency requirement

Test for Essential Academic Skills (Current ATI TEAS)

Total score of 64.7% or above
TEAS may be repeated once to achieve the minimum required score.

LVN Option II: results are used for advisement only

Clearance

Final acceptance into the nursing program is contingent upon:

- Satisfactory health status, as validated by a physician. Forms will be provided
- Completion of all clearances: criminal background and health

- Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association (AHA).

Advanced Placement

LVN Option I – Career Mobility
- Individuals who successfully complete the nursing program are:
  - Graduates of the School of Nursing
  - Awarded the Associate of Science degree in Nursing from the College
  - Eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

LVN Option II – 30 Unit Option
Required by California Code of Regulations, Title 16, Division 14: Board of Registered Nursing (BRN)
- Individuals who successfully complete the nursing program are:
  - Not considered graduates of the School of Nursing
  - Not awarded an Associate degree from the College
  - Eligible to apply to take the NCLEX-RN for licensure in California.

LVNs are eligible to apply for Advanced Placement Options.
- Advanced placement LVNs enter the nursing program in the 3rd semester following successful completion of the Nursing Transition course (N125).

Admission Requirements: LVN Option I

Completion of minimum admission requirements
Graduate of an accredited vocational nursing program
Current, valid, California LVN license

Admission Requirements: LVN Option II (30 Unit Option)

Completion of minimum admission requirements
- No recency requirement for science courses
- TEAS results are used for advisement only

Current, valid, California LVN license
Third semester pharmacology course (N231) is NOT required

Other Applicants

Foreign graduate nurses are admitted, based on space availability, to nursing courses required to meet California educational requirements for the NCLEX-RN examination (Obstetrics, Pediatrics and Psychiatric Nursing).

International students on F1 Visas are not eligible for acceptance.

Student Selection

Admissions/Promotions Committee reviews and approves the student selection process.

Students must satisfactorily complete all admission requirements to be eligible for selection.

A point system will be used to select qualified applicants.

Basic (generic, two-year) program and LVN Option I point system:

- Total Possible Points = 100

ATI TEAS Total Possible Points = 20

- ✓ 20 points 75% or above on first attempt
- ✓ 15 points 64.7% or above on first attempt

- College Academic Courses	Total Possible Points = 70 Points for Grade		
	A	B	C
Anatomy 1	15	10	5
Physiology 1	15	10	5
Microbiology 20	15	10	5
English 101	10	8	6
Psychology 41	3	2	1
Sociology 1	3	2	1
Speech 101	3	2	1
Humanities requirement	3	2	1
U.S. Political Science or U.S. History	3	2	1
PE	1	1	1

Bonus Points Total Possible Points = 4

- 1 point each may be awarded for:
  - ✓ Current Los Angeles County employment
  - ✓ Health care employment:
    - Basic program applicants- employed a minimum of 6 months providing direct patient care
    - LVN Option I applicants- employed a minimum of 6 months providing direct patient care
  - ✓ Volunteer work – minimum of 100 hours in health care within the last five years
  - ✓ Veteran or dependent of veteran

Interview Process: 5 points
(Candidates with the highest total possible points, will participate in a mandatory faculty interview process)

LVN Option II point system:

- Total Possible Points = 38
  - College Academic Courses
    Total Possible Points = 30 Points for Grade

	A	B	C
Physiology 1	15	10	5
Microbiology 20	15	10	5

  - Bonus Points
    Total Possible Points = 3
    1 point each is awarded to applicants who:
    - ✓ Are employed by the County of Los Angeles
    - ✓ Have been employed a minimum of 6 months providing direct patient care.
    - ✓ Veterans or their dependents

  - Interview Process: 5 points
    (Candidates with the highest total possible points, will participate in a mandatory faculty interview process)

Applications and Time Frames

Applications are accepted:

▪ June 15th – July 15th	Two-year program	Spring entry
▪ Jan 15th– Feb 15th	Two-year program	Fall entry
▪ Nov1st –Dec1st	LVN to RN advanced placement (Includes Military Health Care Occupations)	Summer entry

Pre-enrollment information sessions are given by the Office of Educational Services (OES).

Official transcripts for high school and all college work must be mailed directly from the schools attended to the College.

Applications and transcripts are the permanent property of the College and will not be released to the applicant or any other person or institution.

Applicants who fail to provide accurate information:

- May not be considered for admission
- May not be allowed to remain in the program if discrepancies are discovered after enrollment.

Deliberate falsification of information is basis for dismissal.

Admissions Notification

Notifications of program acceptance are mailed by:

- May 15th for the Fall semester entry – two-year program
- October 1st for the Spring semester – two-year program
- March 15th for Summer entry – LVN to RN advanced placement

PROCEDURE:

Admission

Incomplete applications will not be reviewed, and applicants will have to reapply.

Applicant:

- Requests transcripts to be mailed directly to the College. Transcripts must be received by the application deadline

- Official transcript from each college attended
- Official U.S. high school transcript with graduation date or equivalent documentation
  - ✓ Contact OES for options that meet the equivalent
  - ✓ Applicants who have an associates or bachelor's degree from an accredited U.S. educational institution do not have to submit a high school transcript
- Official transcript from vocational nursing program and military health occupation training program

- Completes.

- All courses by the application deadline
- Pre-entrance test: TEAS by designated dates
  - ✓ Applicants must request ATI to send TEAS test results directly to the OES

- Submits the following by the application deadline:

- Online application
- Supervisor verification of LA County/health/acute care facility employment/volunteer work on official letterhead stationary to be eligible for bonus points. No copies will be accepted or considered
- ATI TEAS results

- Utilizes document tracking via applicant portal to verify that all admissions requirements have been met by published deadlines.

Acceptance

Designated OES

staff:

- Notifies applicants of acceptance status and deadline for returning Acceptance Email
- Sends preregistration session dates to accepted applicants.

Accepted applicant:

- Acceptance Email indicating intent to enroll within two weeks of acceptance
- Returns Attends preregistration session

- Submits the following to OES:
  - Completed health forms from LAC + USC Medical Center employee health services
- Current AHA BLS card for Healthcare Providers

TRANSFER STUDENTS #860

PURPOSE:

To identify the School of Nursing (SON) admission requirements for transfer students and to standardize the selection process

DEFINITION:

Transfer applicants are students requesting admission by transfer from another accredited nursing program.

POLICY:

Admission by transfer is only permitted on a space-available basis. Applications are accepted for fall entry only. Incomplete applications will NOT be considered for admission and applicants will have to reapply

Admission Eligibility Requirements:

Applicants to be considered for transfer must:

- Have been enrolled in an accredited nursing program within 12 months of the day their application is accepted; otherwise, applicant must apply as a first semester student
- Meet all the minimum admission requirements (Policy #800: Admissions)
- Be in good academic standing and deemed clinically safe by the previous nursing program
- Have satisfactorily completed two (2) or more courses in their previous nursing program
- Meet the Essential Function Standards Required of School of Nursing Students as defined in the Los Angeles County College of Nursing and Allied Health Catalog.

PROCEDURE:

Applicant:

- Completes Admission application procedure
- Requests transcripts to be mailed directly to the OES. Transcripts must be received by application deadline
  - Official U.S. high school transcript with graduation date or equivalent documentation

        - Contact OES for options that meet the equivalent
    - Official transcript from each college attended
        - Applicants who have an associates or bachelor's degree from an accredited U.S. educational institution do not have to submit a high school transcript
- Submits a letter from the director of previous nursing program stating applicant is clinically safe, in good academic standing, and the reason for transfer
- Submits syllabi from successfully completed nursing courses for review of content equivalence
- Communicates with Office of Educational Services (OES) to verify that all admission requirements have been met by published application deadlines.

Acceptance:

Designated OES staff:

- Notifies applicants of acceptance status and deadline for returning Acceptance Postcard
- Sends pre-registration session dates to accepted applicants.

Accepted applicant:

- Returns Acceptance Postcard indicating intent to enroll
- Attends pre-registration session
- Meets the clinical facility human resources and health clearance requirement
- Submits to OES:
    - Health clearance from LAC+USC Medical Center Employee Health Services
    - Current AHA BLS card for Healthcare Providers
    - Proof of Student Registered Nurse malpractice insurance
- Meets with incoming semester coordinator to determine appropriate placement and plan for success
- Demonstrates competence in all previous semester skills identified by coordinator/designee.

VERIFICATION OF COMPLETION OF GENERAL EDUCATION/OTHER COURSES

All applicants and students are responsible for providing the Office of Educational Services with official transcripts of courses taken at other institutions as required for admission, progression, graduation, completion of the program, and/or submission to the Board of Registered Nursing for the NCLEX-RN application.

Applicants/students, who complete courses at other colleges, must request official transcript from each college/LVN school attended. Transcripts must be mailed from the college/LVN school directly to the Office of Educational Services. Transcripts must be received by the application deadline.

Applicants/students are responsible for meeting posted deadlines. The applicant/student is expected to initiate and maintain communication with the Office of Educational Services to confirm that transcript(s) have been received.

CRIMINAL RECORD BACKGROUND SCREENING AND REPORTING POLICY # 802

PURPOSE:

To ensure that all students are notified of and comply with clinical facilities' criminal background screening and reporting requirements prior to the start of any clinical experience.

POLICY:

Students are notified of the criminal background screening and reporting requirement during the application process.

Students accepted to the nursing program are subject to the Human Resource (HR) policies and procedures of the clinical facility where a clinical course is conducted.

Students who do not meet the criminal background screening and reporting requirements are not eligible to continue in any clinical course.

Any student, who is charged with or convicted of a crime while in the nursing program, must report it to Administrative and Student Services. Failure to report may result in disciplinary action, including dismissal from the nursing program.

PROCEDURE:

Administrative and Student Services designee:

- Includes a statement about the background screening process in the application packet and catalog
- Provides students with instructions for obtaining a criminal background check upon acceptance to the program.

Student:

- Must report criminal charges/convictions to HR and the Dean, Administrative and Student Services within:
  - 72 hours of becoming aware of any criminal charges
  - 24 hours of any conviction
- Who is deemed unacceptable may contact HR for follow up options.

Dean, Administrative and Student Services:

- Advises students who have concerns about the criminal background screening and reporting requirements
- Collaborates with HR regarding negative outcomes of background checks
- Informs Dean, School of Nursing of students who are not eligible to continue in the program

- Refers students to Dean, School of Nursing, for advisement.

NURSING COURSE EXEMPTIONS/CHALLENGES POLICY #710

PURPOSE:

To provide guidelines for granting credit for previous education or other acquired knowledge in the field of nursing

DEFINITION:

LVN Option I – Career Mobility

- Admission requirements:
  - Graduate of an accredited vocational nursing program
  - Satisfactory achievement on pre-entrance examination
  - Minimum overall grade point average (GPA) of 2.5 in College academic courses
  - Minimum overall GPA of "3.0 B" in required prerequisite College Science courses
  - Science courses must be completed within 7 years prior to admission to the nursing program
- Individuals who successfully complete the nursing program are:
  - Graduates of the School of Nursing (SON)
  - Awarded the Associate of Science degree in Nursing from the College
  - Eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

LVN Option II – 30 Unit Option (required by California Code of Regulations, Title 16, Division 14: Board of Registered Nursing)

- Admission requirements:
  - Minimum overall grade point average (GPA) of 2.5 in College academic courses
- Minimum overall GPA of "3.0 B" in required prerequisite College Science courses
  - No recency requirement for science courses
- Exempt from 3rd semester pharmacology course (N231)
- Individuals who successfully complete the nursing program are:
  - Not considered graduates of the School of Nursing
  - Not awarded an Associate degree from the College
  - Eligible to apply to take the NCLEX-RN for licensure in California.

POLICY:

Advanced Placement for LVNs

Advanced placement LVNs enter the nursing program in the 3rd semester following successful completion of the Nursing Transition course (N125).

LVN Option I students are awarded 21 units of credit for vocational nursing education.
LVN Option II students do not receive units for vocational nursing education.

Advanced Placement for Military Health Care Occupations

Individuals who have held Military Health Care Occupations may achieve advanced placement into the nursing program with documentation of *qualifying* education and experience

Course Exemption

Students must petition for nursing course exemption.
Admissions and Promotions Committee is notified of requests for exemption/challenge.

Review of previous nursing education or health care experience for credit is coordinated by the Office of Educational Services (OES).

To be eligible for course exemption, the applicant must have completed a nursing or military health care occupation course:

- Which was awarded credit by an accredited U.S. community college, senior college, university or military health care occupation training program
- Which had unit value, hours, and content corresponding to the course for which exemption is sought as described in the SON curriculum
- With an earned minimum grade of "C" in the course
- Within the past three years.

Credit for previous course work may be obtained through:

- Course exemption
- Exemption by challenge examination
- Transfer from another nursing program
- Military health care occupation training program.

The College transcript will designate credit using non-evaluative symbols:

- “EX” Credit by exemption
- “CE” Credit by challenge examination.

Students, who successfully complete all curriculum requirements within a semester, either by course exemptions or challenge examinations, advance to the next semester provided all requirements for promotion have been met and space is available.

Information regarding credit for previous education is available in the SON Catalog and online.

Exemption by Challenge Examination

Students who do not qualify for nursing course exemption may petition for credit by challenge examination.
Exemption by challenge examination is not permitted when the student has earned a grade for that course.

Challenge examinations will consist of a written examination for theory courses and a performance evaluation for clinical nursing courses.

- Nursing theory courses must be challenged successfully prior to challenging the clinical nursing course
- A minimum of two days will be allotted for evaluation of clinical performance
- Challenge examinations may be taken only once
  - Students who do not pass the challenge exam will be placed in the course(s).

A fee is charged for each written examination and per day of clinical evaluation.

PROCEDURE:

Course Exemption

Students petitioning for course exemption must submit the following to the OES a minimum of three months prior to the beginning of the course:

- Completed petition form
- Official transcript which shows satisfactory completion of the course
- Other evidence of prior education or knowledge.

Students must meet all admission requirements to attend clinical.

Director OES:

- Reviews the petition for course exemption with the applicant/student
- Asks the Semester Coordinator to evaluate the transcript and syllabi, and complete the Course Equivalency Review form
- Notifies Admissions and Promotions Committee Chair of student petition and completed Course Equivalency Review forms
- Informs the applicant/student of the response.

Semester Coordinator:

- Evaluates the submitted transcript and syllabi
- May offer exemption by challenge examination if the course content does not meet the requirements for course exemption
- Completes the Course Equivalency Review form
- Reviews and returns petition and Course Equivalency Review form to Director OES.

Exemption by Challenge Examination

Student:

- Petitions for credit by challenge examination through the OES a minimum of three months prior to the beginning of the challenged course
- Completes a petition form

- Provides supportive evidence of prior education.

Director OES:

- Informs the student of the examination fees
- Reviews the petition with the student
- Notifies semester coordinator of intended petition eight weeks prior to the beginning of the challenged course
- Notifies Admissions and Promotions Committee Chair of student petition for challenge examination.

Semester coordinator/designee provides the student with guidelines and/or study materials to prepare for the challenge examination(s).

ENROLLMENT, REGISTRATION, AND PROGRESSION POLICY # 802

PURPOSE:

To ensure students have completed all prerequisite and registration requirements prior to enrolling in the College, progressing to the next semester, or graduating from the program.

Definition:

Registration: The process of completing requirements in order to secure a space in the class
Enrollment: The process of placing student's name on the class roster once registration is complete
Progression: The process of completing all semester requirements in order to successfully advance from one semester to the next
Administration: Provost; Dean, School of Nursing (SON); Semester Coordinators; Financial Aid Officer; Director, Office of Educational Services (OES); Dean, Institutional Effectiveness, Research, and Planning (IERP); and Educational Resource Center (ERC) Director

POLICY:

Students must complete all components of the registration process in order to enroll in the College.

Registration must be completed within designated time frames.

- Late registration must be approved by Director, OES/Dean, SON.
- Students who register late must pay a late fee (see SON Fee Schedule).

Students must satisfactorily complete semester course requirements prior to progressing to the next semester.

Students who have not completed registration within designated time frames may not continue in the program.

Administration must be notified of student enrollment status.

PROCEDURE:

New students:

- Complete all required components designated on the New Student Enrollment and Registration Checklist
- Return completed form to the OES within specified time frame.

Continuing students

- Complete all required components designated on the Continuing Student Enrollment and Registration Checklist
- Return completed form to the OES within specified time frame.

Director, OES /designated OES staff:

- Designates registration time frames for new and continuing students
  - Posts/provides written notification of registration dates to students, faculty, and staff
- Distributes registration packets to new and continuing students
  - Continuing students: Notifies students two weeks prior to the end of the semester
- Distributes list of probable new and continuing students to administration a minimum of two weeks prior to the first class meeting
- Checks Educational Resource Center and Financial Aid rosters for students placed on registration hold
- Verifies completion of registration items on individual student Enrollment and Registration Checklist
- Generates final list of students who have not completed registration components
  - Notifies students in writing of delinquent status by end of the first week of the semester
  - Provides deadline date to meet with Dean
- Provides administration with list of students, who have not completed registration, by the end of registration week
  Exception: Semester I – by the end of the first week of the semester
- Asks semester coordinators to direct students to make an appointment immediately to meet with Director, OES
- Assists students who have not completed registration components to develop plan and time frame for completion
- Submits the following to Dean, SON and Director, OES:
  - List of students who have not completed registration requirements
  - Rationale for delinquent status
  - Student plan/time frame for completion.
- Directs students who register late to the Cashier's Office for payment of late fee
- Creates final class roster indicating registration enrollment status of all students by the end of the third week of school
- Distributes roster to administration

- Files Continuing Student Enrollment and Registration Checklist in student academic file.

TRANSCRIPT AND ENROLLMENT VERIFICATION REQUEST #450

PURPOSE:
To establish the process for requesting enrollment verification or transcripts

POLICY:
Enrollment verification and transcript requests must be submitted in writing.
Examples of types of verification requests are:

- Verification for insurance, child day care, L.V.N. continuing education, bus pass, etc.
- Scholarship/employment eligibility
- College/university application.

Transcript fees are listed on the School of Nursing Cost and Fees Schedule and may change without notice:

- Regular Request: $5.00 per copy, mailed within 10 business days
- Rush Request: $10.00 per copy, mailed within 2 business days
- One transcript is mailed to the Board of Registered Nursing (BRN) free of charge upon completion of all program requirements.

Transcript and Enrollment Verification requests will not be processed without a signed request form.
Transcript requests will not be processed if the requestor has unresolved financial obligations.

PROCEDURE:

Transcript Request

Requestor:

- Mail in Request:
  - Completes Transcript Request and mails form to the Office of Educational Services (OES)
  - Includes payment (check or money order) payable to the Los Angeles County College of Nursing and Allied Health.

- In Person Request:
  - Submits payment to any LAC+USC Medical Center Cashiers' Office
  - Brings receipt to the College Administration Building, Room 123, with the Transcript Request for processing.

Enrollment Verification Request

Student:
• Completes Enrollment Verification form
• Time stamps form and places, it in the student communication basket in the College Administration Building, Room 123
• Submits attachments, if indicated.

PROGRAM LIMITS
A full-time student is enrolled in a minimum of 10 units each semester. To enroll in more than 17 units per semester, a student is to have approval of the Director, OES.

CERTIFIED NURSING ASSISTANT EXAM ELIGIBILITY
After the completion of semester 1 nursing courses, students are eligible to take the Certified Nursing Assistant Exam.
The application procedure is available from the Office of Educational Services.

SCHOOL OF NURSING
ACADEMIC PROGRESSION POLICIES

GRADING SYSTEM SON POLICY #300

PURPOSE:

To standardize methods for assigning, documenting, and distributing student grades

POLICY:

Each course:

- May use various methods to measure learning such as written tests, projects, reports, written assignments, oral presentations, return demonstrations, clinical application of theory course content, and computer assisted learning.
- Determines its own grade composition.

Grades are based on student performance and are assigned using established criteria, which are published in the course syllabi.

All semester theory courses are taken concurrently with the clinical courses.

Theory courses use a percentage grading scale as the method of scoring

- Minimum passing score is 70%
- Rounding will not be applied to any graded activity, e.g. 69.9% is not a passing score
- Letter grades “A” through “F” are used to assign grades.

Clinical courses assign grades of “Credit” or “No Credit” based on completion of course objectives. No credit is a failing grade.

Passing grade is a minimum grade of "C" in all theory courses and “Credit” in clinical courses.

A grade of “incomplete” is issued to students who fail to complete course requirements as scheduled, due to accepted verifiable circumstances.

- Students may progress in the program when the “incomplete” grade is resolved and a passing final grade earned
- Incomplete grades must be resolved within one year following the end of the semester in which it was assigned
- Unresolved grades of “incomplete” will convert to “F” for theory courses and to “No Credit” for clinical courses.

The course instructor:

- Assesses and evaluates student mastery of theoretical content and achievement of clinical competence
- Is responsible for the assignment of grades.

Grade disputes must be resolved within five working days of student notification of grade.

The Dean has final authority to resolve grade conflicts.
Grades are confidential and are issued in person, via student mailbox, or by mail within specified time frames. Grade may not be distributed electronically.

PROCEDURE:

Course faculty:

- Select and list grading criteria in the Course Requirements and Method of Evaluation sections of each course syllabus
- Assign final grades based on course criteria
- Tabulate final theory course grades based on exam scores and/or projects using the following grading scale:

Grade	Percent %
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

- Assign a “Credit” or “No Credit” grade in clinical courses.

Grade Calculation

Course faculty adhere to the following in calculating grades for theory courses:

- Assign one-point credit to each test item
- Credit eliminated item points to all students.
  - For example: 50 item test with 1 item eliminated and 2 items answered incorrectly:
    $\frac{48}{50} = 96\%$

- Provide credit for correct responses in the event of double keying
  - Students are given credit for any of the distractors in a single item test question that are marked correctly
  - For example: Distractors "a" and "b" are both correct. Students who marked either "a" or "b" will receive one-point credit for that item.

Grade Point Average (GPA) Calculation

Grade	Grade Points/Units
A	4
B	3
C	2
D	1
F	0

Semester GPA = Total semester grade points earned
Total nursing theory and GE course units completed during the semester

Cumulative GPA = Total grade points earned for all completed courses
Total nursing theory and GE course units completed during the program

Incomplete Grade

Semester coordinator/designee:

- Issues a grade of "incomplete" to students who fail to complete course requirements as scheduled, due to accepted verifiable circumstances.
  - The student's work in the course must be of passing quality at the time the grade of "incomplete" is assigned
- Enters the due date and condition(s) for removal of the incomplete on the Incomplete Grade Report
- Reviews conditions for removal with student and obtains signature on Incomplete Grade Report
- Submits copy of the form to Office of Educational Services (OES)
- Issues a final grade when the "Incomplete" is resolved
- Enters the grade change and initials and dates the Permanent Grade Record.

Student:

- Reviews conditions for resolving incomplete and signs Incomplete Grade Report
- Resolves the incomplete within one year following the end of the semester in which it was assigned.

OES

- Files Incomplete Grade Report in the student's permanent file
- Enters the final grade on the transcript.

Distribution of Grades

Course instructor:

- Provides OES with each student's Test Report for distribution to student's mailbox within one week of exam
- Maintains student records used to establish in progress and final course grades for a minimum of three years.

Students requesting grades by mail provide a self-addressed, stamped envelop

OES:
- Distributes individual Student Test Reports to student mailboxes
- Sends final grade slip by certified mail when all other means of communication have failed
- Maintains confirmation of delivery by placing proof of receipt in student file.

Permanent Grade Report

Course Instructor:
- Completes the Permanent Grade Report and submits to Semester Coordinator at the end of the course
- Obtains student signature on the Clinical Performance Evaluation and submits to Semester Coordinator
  - Notes student declination/unavailability to sign in the comments section if indicated.

Semester Coordinator/designee:
- Verifies completion of Permanent Grade Report and obtains initials of all course faculty on report
- Submits Permanent Grade Report for clinical course, finalized PARScore roster for theory course, and signed Clinical Performance Evaluation forms to the OES within seven working days of completion of the course.

OES:
- Issues the Permanent Grade Report to Semester Coordinator for each course within one week prior to end of the course
- Issues the Permanent Grade Report to Semester Coordinator for clinical course within one week prior to end of the course
- Verifies the final grade on the transcript for theory courses with finalized PARScore roster
- Enters the final grade on the transcript for clinical courses
- Files Clinical Performance Evaluation in student file.

GRADING FOR CLINICAL COURSES POLICY #301

PURPOSE:

To provide grading guidelines for clinical courses and document student progress in meeting clinical objectives.

POLICY:

Clinical courses assign “Credit” (satisfactory) or “No Credit” (unsatisfactory) grades based on completion of course objectives.

- Grade of “Credit” (satisfactory) constitutes meeting all clinical objectives.
- Grade of “No Credit” (unsatisfactory) constitutes clinical course failure and students are administratively withdrawn from corresponding nursing co-requisite theory course(s).

Grading criteria are published in the course syllabi.

Each clinical course selects specific competency content, method of administration, and grading criteria.

Students are provided opportunities to practice clinical skills and behaviors prior to evaluation.

Instructors complete clinical performance evaluations of all students.

Satisfactory clinical grade is based on:

- Passing the Drug Dosage Calculation Competency
  - Failure of the second Drug Dosage Calculation Competency will result in administrative withdrawal from the clinical course and corresponding co-requisite nursing theory course(s)
- Meeting all clinical objectives
  - Not meeting one or more clinical objective constitutes an unsatisfactory grade in the clinical course and the student will be administratively withdrawn from the corresponding co-requisite nursing theory course(s)
- Achieving a grade of satisfactory on written Clinical Competencies, if applicable
  - Score of >70%
  - Absence will result in a grade of unsatisfactory
  - Students who receive a grade of unsatisfactory are provided one opportunity to retake the competency
- Achieving a grade of satisfactory on Psychomotor Clinical Competency, if applicable
  - Students who earn a grade of unsatisfactory must demonstrate competency prior to progressing in the program

PROCEDURE:

Semester Coordinator:

- Provides the Clinical Performance Evaluations to the clinical instructors
- Provides the completed Clinical Performance Evaluations to the Office of Educational Services (OES) upon completion of the course
- Meets with students who received unsatisfactory grades and refers them to the Dean, Administrative Student Services.

Clinical Instructor:

- Maintains ongoing evaluation of student clinical performance

- Keeps students apprised of their status
- Tracks student progress on anecdotal notes
- Discusses clinical performance with students
- Collaborates with at risk students to develop a plan to meet the course objectives
- Completes the Academic Warning Notice when clinical objectives are not met
- Completes Clinical Performance Evaluation and reviews with student at the end of each rotation and at the completion of the clinical course
- Refers students who receive a grade of unsatisfactory to the Semester Coordinator
- Submits final evaluations to Semester Coordinator upon completion of the course
- Maintains records of student clinical performance until graduation:
  - Attendance and anecdotal notes
  - Skills/Computer Lab Referrals and Warning Notices.

Student:
- Meets all clinical objectives
- Seeks assistance from clinical instructor to improve clinical performance
- Meets with instructor to discuss a collaborative plan for success to improve their clinical performance when at risk for failure.

Students who earn a grade of unsatisfactory on the psychomotor competency must:
- Remediate with the instructor/designee until competent
- Retake the psychomotor skill competency on scheduled date set by clinical instructor
- Achieve a grade of satisfactory in order to progress in the program.

OES staff files Clinical Performance Evaluations in student file.

SATISFACTORY ACADEMIC PROGRESS POLICY #803

PURPOSE:

To provide guidelines for determining satisfactory academic progress (SAP)

POLICY:

The College establishes and monitors satisfactory academic progress.

All courses required for School of Nursing (SON) program completion are included in SAP evaluation.

All students accepted into the SON program are initially deemed to be making satisfactory academic progress.

SAP is determined at the end of:
- The first semester of enrollment and includes all acceptable transfer units

- Each semester.

Summer and Winter intersession terms are included in SAP calculation. Summer is combined with Fall semester and Winter is combined with Spring semester.

To demonstrate SAP, students must:

- Maintain a cumulative Grade Point Average (GPA) of 2.0 (“C”) or above, inclusive of grades accepted for transfer credit
- Maintain a minimum grade of:
  - “C” or above in all nursing theory courses and required general education (GE) courses
  - “Credit” in clinical courses
- Resolve any incomplete grades and receive a final passing grade for the course before being eligible to progress
- Fail no more than one nursing course
- Withdraw from courses in no more than two semesters
- Complete the program within maximum time frame:
  - Four semester basic nursing curriculum in not more than seven semesters
  - Two semester Licensed Vocational Nurse (LVN) advanced placement curriculum in not more than five semesters.

Failure to meet the SAP requirements may result in dismissal.

<u>Situations Impacting SAP Determination:</u>

- Withdrawals
  - Pace of Completion Calculation: If a student withdraws or is administratively withdrawn from a course or courses, all units attempted are counted towards attempted units.

- Repeated Failed Course
  - GPA Calculation: repeat grade replaces the “fail” grade for GPA calculation
  - Pace of Completion Calculation:
    - Successfully repeated course units are used to calculate units earned
    - Both the failed and repeated course units are used to calculate units attempted.

- Repeated Withdrawn Course
  - GPA Calculation: repeat grade replaces the “withdrawal” grade for GPA calculation
  - Pace of Completion Calculation:
    - Successfully repeated course units are used to calculate units completed
    - Both the withdrawn and repeated course units are used to calculate units attempted.

- Repeated Passed Course: Nursing program courses completed with a passing grade may not be repeated.

- Transfer Units
  - GPA Calculation:

- Nursing and GE courses required for completion of the program are used in GPA calculation
- Challenge examination credit is not included in GPA calculation

- Pace of Completion Calculation:
  - Units received for prerequisite and corequisite GE classes completed prior to SON enrollment are calculated in SAP determination at the time of enrollment
  - Corequisite units attempted/completed during the nursing program are calculated in SAP determination during the semester in which they are completed
  - Challenge examination credit is included in calculation of units attempted and completed.

- Incomplete Course
- GPA Calculation: Course does not impact GPA calculation until final grade is entered
- Pace of Completion Calculation: Course units are used to calculate units attempted.

- Non-credit Remedial Courses: Are not counted in SAP calculation.

- Leave of Absence: Semesters included in Leave of Absence are not used for SAP calculation.

<u>Financial Aid Students</u>

Students who receive Federal Title IV, state financial aid, and/or Department of Veteran Affairs (DVA) educational assistance from one or more of the following programs must maintain financial aid SAP:

- Federal Pell Grant Program

- Federal Supplemental Educational Opportunity Grant (SEOG) Program
- Federal Direct Loans Program:
- Federal Direct Loan
- Federal Unsubsidized Direct Loan
- Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Cal Grant A, B, or C
- DVA Educational Assistance.

Financial aid SAP is achieved when the student:

- Meets the GPA requirements

- Maintains progression to complete the program within a maximum timeframe of 150%:
- The four-semester basic nursing program must be completed within six semesters
- The two semester LVN advanced placement program must be completed within three semesters

- Maintains a pace of completion of 66.67% of units attempted (cumulative number of units successfully completed divided by cumulative number of units attempted).

SAP is reviewed by the Office of Financial Aid at the end of each payment period upon receipt of the SAP report.

Failure to Meet Financial Aid SAP Standards

Students who fail or withdraw from a course will be issued a letter advising them of risk of financial aid disqualification.

Students who fail to meet SAP will be placed on financial aid warning and issued a warning letter.

Students on financial aid warning may continue receiving awarded aid during the semester they are on warning.

Students who fail to make SAP during the warning semester are disqualified from financial aid at the end of the warning period.

- Financial aid funds are not disbursed, and loan checks are returned to the lender.

Financial aid disqualification is not subject to appeal.

PROCEDURE:

Office of Educational Services:

- Calculates SAP and issues SAP Report at the end of each semester
- Notifies students and Office of Financial Aid of unsatisfactory academic progress.

Office of Financial Aid:

- Reviews the SAP Report, when received, for students not making SAP
- Issues letters and notifications to students receiving financial aid upon notification of:

- Advisory letter – class withdrawal or failure
- Warning letter – failure to maintain cumulative GPA of 2.0 or to meet 66.67% completion rate
- Disqualification notification – failure to meet SAP by the end of the warning period or maximum time frame for completion exceeded

- Provides financial aid advisement.

ASSOCIATE OF SCIENCE DEGREE: NURSING

The program of study leading to the Associate of Science Degree in Nursing requires an in-depth study of nursing (the major), and broad exposure to other areas of learning (the general education requirements).

In order to qualify for the Associate of Science Degree in Nursing, the student must meet the following requirements:

I. General Criteria
   1. Only courses in nursing numbered 111 through 243L are eligible to satisfy degree requirements (42 units).
   2. General education courses listed in the Curriculum Plan must be satisfied for the degree requirement (31 units).

II. Advanced Placement - LVN Option I
   1. Only courses in nursing numbered 125 through 243L are eligible to satisfy requirements degree (23 units).
   2. General education courses listed in the Curriculum Plan must be satisfied for the degree requirement (31 units).

III. Unit Requirement
   1. Nursing Courses - 42 units (Theory 21.0, Clinical 21.0).
   2. General Education Courses - 31 units.

Upon satisfactory completion of requirements, a student at the Los Angeles County College of Nursing and Allied Health will be granted an Associate of Science Degree in Nursing.

Students are responsible for submitting all transcripts for general education courses.

When graduation requirements are revised, a student with continuous enrollment may graduate under the new requirements or the requirements in effect at the time of student's initial enrollment.

See School of Nursing Student Handbook: Graduation Eligibility Requirements and Graduation and Awards policy.

CURRICULUM PLAN POLICY #230

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 Director, OES and SON in collaboration with the Admissions and Promotions Committee.

PROCEDURE:

Director, OES /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/designee with:
  - Completed Curriculum Plans
  - Student names and pending co-requisite requirements
- Notifies the student of waiver status and time frame for completion.

Student Clerk/designee:

- 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 Administrative and Student Services 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 of Administrative and Student Services
- Notifies Admissions and Promotions Committee.

TRANSITION NURSING COURSE POLICY #711

PURPOSE:

To provide nursing program candidates/students a course, which facilitates entry/re-entry into the School of Nursing (SON) LVN-RN or Basic RN programs.

POLICY:

The Nursing Transition Course, or selected components, is required for the following students who have met eligibility requirements:
- LVN Option I – Career Mobility Program
- LVN Option II – Non-Graduate
- Transfer/Advanced Placement Students
- Second Year Remediation Students

The Nursing Transition Course will be graded Credit (Cr) or No Credit (NC).
- Acceptance into the Nursing Program is contingent on the candidate receiving a Cr in the course.
- A NC is equivalent to a course failure.
- The course can be repeated one time only.
- A second NC in the course renders the candidate ineligible for acceptance and re-application to the Nursing Program.
- A NC received in the N125 course is excluded from the Nursing Program failure policy.
- Second year remediation students:
  - Can take the course only once as part of a Remediation Plan.
  - Will not receive unit credit for the course.

PROCEDURE:

Director, OES/designee and Admissions and Promotions Committee:
- Reviews the student's educational file to validate eligibility for the transition course
- Provides course roster.

Semester Coordinators:

- Designate second year students to take the transition course as part of their remediation requirements.

Course Coordinator implements the Transition Course per SON policies.

Student:
- Completes a Drug Dosage Calculation Competency with a minimum score of 85%
- Completes all course objectives with a satisfactory grade

PHARMACOLOGY FOR THE LVN TO RN OPTION II (30 UNIT) STUDENT POLICY #712

PURPOSE:

To provide an opportunity for LVN-RN Option II students to enhance their pharmacology knowledge.

POLICY:

Students enrolled in the LVN-RN Option II program (30 unit option) may enroll in the third semester pharmacology course N231 (one unit). This course is not mandatory for LVN Option II students.

The course may be taken for a grade.

Tuition will be charged.

Students who enroll in the course are responsible for completing all course requirements.

PROCEDURE:

Director, OES/designee:
- Informs all LVN-RN Option II students about the course, available options, and requirements
- Identifies students who enroll in the course.
- Gives the class roster to the Semester 3 Coordinator.

STUDENT GRIEVANCE PROCESS TIMEFRAMES

ACTIVITY	TIMEFRAME (Within :)	RESPONSIBLE PERSON
1. **Informal Resolution** meeting with faculty/college party(s)	2 days of learning of conflict/incident	Student
2. Communicates with Dean of Student Services, or Grievance Coordinator if Dean unavailable, immediately upon notification of conflict	1 day	Student
3. Submits **Petition** to Dean, Administrative & Student Services/designee	2 days of informal resolution meeting	Student
4. Submits **Petition** to Semester/Program Coordinator and notifies Grievance Coordinator	Same Day	Dean, Administrative & Student Services
5. Submits completed **Petition** to Dean, Admin & Student Services	2 days of receipt of petition	Semester/Program Coordinator
6. Schedules meeting with Ombudsperson	2 days of denial of petition	Student
7. Submits **Request for Grievance Hearing** to Grievance Hearing Coordinator	2 days of denial of petition	Student
8. Schedules **Preliminary Grievance Hearing** and notifies faculty	3 days of receipt of Request for Grievance Hearing	Grievance Hearing Coordinator
9. Distributes copies of **Preliminary Grievance Hearing** Decision to	1 day of Preliminary Hearing Decisions	Grievance Hearing Coordinator

Ombudsperson, & College parties		
10. Schedules possible **Grievance Hearing** dates	Hearing must be within 3 days of decision to grant Grievance Hearing	Faculty Chairperson
11. Notifies student, Ombudsperson, College party(s), and Panel members of **Grievance Hearing** date, time, and location	1 day of Preliminary Hearing Decisions	Grievance Hearing Coordinator
12. Submits written **Grievance Hearing Decision** to Grievance Hearing Coordinator	Immediately at conclusion of Grievance Hearing	Faculty Chairperson
13. Notifies Divisional Dean, College party(s), and Ombudsperson of **Grievance Hearing** decision	Same day	Grievance Hearing Coordinator
14. Collaborates with Ombudsperson as needed to submit written **Appeal** to Divisional Dean	3 days of notification of Preliminary or Grievance Hearing decision	Student
15. Submits **Appeal** Response to Student	5 days of receipt of all appeals documents	Dean

All days are business days as defined in the policy

STUDENT GRIEVANCE POLICY # 830

PURPOSE:

To provide a mechanism for the timely resolution of student grievances

Definitions:

Party: The grieving student and any persons identified as responsible for the student's alleged grievance. (e.g. Faculty/instructor, student).

Student: The student of the College who is filing the grievance

Ombudsperson: The student advocate and:
- An employee of the Los Angeles County Department of Health Services but not an employee of the College
- Selected by the Division Dean along with an alternate ombudsperson
- Approved by the Associated Student Body (ASB).

Grievance Hearing Committee: The pool of faculty and students from which grievance hearing committee members are selected.

Grievance Hearing Panel: The selected group of faculty and students who give a ruling on individual preliminary and grievance hearings.

Grievance Hearing Coordinator: The College employee designated to coordinate the preliminary and grievance hearings.

Grievable Acts: Those believed to be arbitrary, capricious, prejudiced, or biased. Arbitrary/capricious actions are willful and unreasonable actions, without consideration, and in disregard of facts or circumstances. Grievable acts may include:
- Alleged assignment of grades by mistake, fraud, bad faith, or incompetence. In the absence of these, grades are not grievable
- Alleged violations of the "Bill of Rights" for School of Nursing (SON) students
- Financial aid disputes
- Alleged violations of Title IX of the Higher Education Amendments of 1998 (*discrimination*).

Informal Resolution: a meeting between college faculty/college party(s) and student who may work together to possibly develop a new solution to the conflict/incident.

Formal Resolution: the process of semester faculty reviewing the submitted petition for formal resolution (form B).

Business Days: Monday through Thursday 0800-1630 for the School of Nursing (SON) and all other programs Monday through Friday 0800-1630, excluding college observed holidays.

POLICY:

Students have the right to grieve.
The components of the grievance resolution process are:

- Informal resolution
- Formal Resolution
- Preliminary Grievance Hearing
- Grievance Hearing
- Appeal

Disciplinary actions for violation of policy are not grievable.

Students shall continue to attend class while the grievance is being resolved, unless deemed unsafe.

The divisional dean selects the Ombudsperson and the names shall be made available to the ASB.

The **Ombudsperson** or designated alternate shall be available to:

- Advise students of their rights and responsibilities
- Assist students in the preparation of forms
- Assist all parties in carrying out the grievance procedure.

Confidentiality: At no time shall any person(s) directly involved, discuss the case.

The **Grievance Hearing Coordinator** is a faculty member assigned by the divisional Dean.

The **Grievance Hearing Committee** shall be comprised of faculty and students approved by the divisional dean annually.

- Eight teaching faculty members:
  - Two faculty from each semester/program (one serves as primary and one serves as alternate)
  - Recommended by the semester/program coordinators
- Eight student members:
  - Two from each class/program (one serves as primary and one serves as alternate)
  - Selected annually by each class/program.

The names of persons appointed to the Grievance Hearing Committee shall be made available to interested persons.

The **Grievance Hearing Panel** shall include an equal number of student and faculty members selected from classes/semesters not involved in the conflict.

- No person shall serve as a member of the Grievance Hearing Panel who:
  - Has been personally involved in any matter giving rise to the grievance

  - Has made any statement on the matters at issue
  - Could not act in a neutral manner.
- Any party to the grievance may challenge for cause any member of the Grievance Hearing Panel prior to the beginning of the hearing.

Informal Resolution: Students who have a dispute shall make a reasonable effort to resolve the matter on an informal basis, following the chain of command, prior to requesting a grievance hearing.

Petition: Students who are not satisfied with the informal resolution may petition for formal resolution.

Preliminary Grievance Hearing: Purpose is to determine, on the basis of materials presented by the party(s), whether sufficient grounds exist for a Grievance Hearing.

The determination shall be based upon whether the Statement of Grievance, as written on the Request for Grievance Hearing form, meets each of the following requirements:
- The statement contains facts, which if true, would constitute a grievance
- The grievant is a student of the College
- The grievant is personally and directly affected by the alleged grievance
- The grievance was filed in a timely manner.

The Preliminary Grievance Hearing is a closed session restricted to panel members.
The Ombudsperson may attend the meeting but may not participate.

Grievance Hearing

The Grievance Hearing shall be restricted to panel members, the Ombudsperson, and the parties.

Each party to the grievance shall represent himself or herself.

Any relevant evidence shall be admitted.

The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true.

The Grievance Hearing Panel shall reach a decision based only upon the record of the hearing and shall not consider matters outside of that record.

The decision of the Grievance Hearing Panel is achieved by a majority vote and shall be final on all matters related to the conduct of the hearing.

Witnesses

Each party to the grievance may call witnesses to introduce oral and written testimony relevant to the issues of the grievance.

Witnesses shall be present at the hearing only when testifying.

Audio Recording

All Grievance Hearings shall be recorded by the Ombudsperson. This is the only audio recording made.

- If a person called upon to give oral testimony at a hearing refuses to be taped, they may submit a written affidavit.

All recordings are secured in the office of the divisional Dean.

The recordings shall be available to the parties for their review and shall be reviewed in the presence of the divisional Dean/designee or Ombudsperson. Notes may be taken and shall become part of the official record.
Any party requesting the preparation of a transcript shall pay for the cost of the transcript and provide a complete certified copy to the other party.

Appeals

Preliminary Hearing Panel or Grievance Hearing Panel decisions may be appealed.
- Appeals must be made in writing to the divisional Dean within three days of the decision.
- The decision of the divisional Dean shall be final.

Time Frames

Established time frames must be observed to ensure the timely resolution of any conflict or grievance.

In the event any party is not available due to mitigating circumstances, which include but shall not be limited to illness, bereavement, or jury duty, the Grievance Hearing Coordinator will adjust the specified times.

Record Maintenance

Grievance records, forms, and recordings shall be maintained for seven years.

PROCEDURE:

The Grievance Hearing Coordinator:
- Notifies committee of their membership in writing
- Orients the committee to the grievance process annually or as indicated
- Provides copies of the Grievance Policy and Procedure and related forms as needed.

Informal Resolution

The student must attempt to informally resolve the issue by meeting:
- With the party(s) with whom they have a conflict
- Within two business days of the incident on which the conflict is based or within two business days of the student learning of the conflict, whichever is later.

Faculty refers student to semester/program coordinator if issue not resolved.

The semester/program coordinator:
- Attempts to resolve student issue/complaint
- Informs student of:
  - Their right to petition/grieve and to remain in class during this process unless deemed unsafe in the clinical environment. An alternative assignment shall be provided equivalent to the clinical hours missed.
  - The steps to initiate the petition/grievance process
  - Time frame for petition
- Provides student with copies of the Student Grievance Policy and Procedure and forms
- Refers student to Director. Office of Educational Services (OES)
- Informs Director, OES of pending petition/grievance.

Formal Resolution Petition Phase

The student:
- Contacts the Director, OES to initiate petition within 2 days of informal resolution
- Contacts the Grievance Coordinator
- Completes and submits Petition for Formal Resolution to Director OES/designee within 2 business days

Director, OES:
- Reviews petition process with the student
- Reviews Petition for Formal Resolution (Form B)
- Submits petition to semester/program coordinator the same day of receipt of petition
- Notifies divisional Dean and Grievance Hearing Coordinator of petition initiation
- Informs student of outcome of petition and provides copy of form.
- If petition denied:
  - Informs students of right to initiate grievance process and provides student with name, extension, and location of Ombudsperson and Grievance Hearing Coordinator
  - Notifies Ombudsperson of possible grievance and name of Grievance Hearing Coordinator

The semester/program coordinator:
- Denies or approves Petition for Formal Resolution (Form B) in consultation with faculty
- Completes College Response section
- Returns Petition to Director, OES within two days of receipt of petition

- Completes and submits Petition Tracking form (Form H) to Dean, Institutional Effectiveness, Research and Planning (IERP).

Preliminary Grievance Hearing – Preparation

Student:
- May initiate the grievance process, if not satisfied with the petition outcome
- Schedules meeting with Ombudsperson within two days of denial of petition
- Completes Request for Grievance Hearing (Form C) and submits within 2 days of denial of petition to Grievance Hearing Coordinator along with:
  - Petition for Formal Resolution (Form B)
  - Any relevant documentation/information from Student Handbook, syllabus, clinical evaluation, etc.
- May challenge the participation of any member of the Grievance Hearing Panel
- Notifies the Grievance Hearing Coordinator of the reason for objection to panel member.

Ombudsperson:
- Assists student to determine whether to pursue grievance
- Assists student to complete Request for Grievance Hearing (Form C) and submission to Grievance Hearing Coordinator
- Directs student to return form to Grievance Hearing Coordinator
- Notifies Grievance Hearing Coordinator of request for preliminary grievance hearing

Grievance Hearing Coordinator:
- Schedules tentative time and room for preliminary hearing
  - Hearing must be held within three days of receipt of Request for Preliminary Grievance Hearing (Form C)
- Assigns faculty and students to the grievance panel from the semesters not involved in the conflict
  - Three faculty members
  - Three students
- Requests relevant documentation from college party(s)
- Notifies all parties of panel membership
  - Determines whether cause for disqualification exists
- Notifies panel members and Ombudsperson of date, time, and location of preliminary hearing
- Provides each member of the Preliminary Hearing Panel with a packet including:
  - Completed Petition for Formal Resolution (Form B)
  - Completed Request for Preliminary Grievance Hearing (Form C)
  - Student Grievance Policy and Procedure
  - Preliminary Hearing Decision form (Form D)
  - Any supporting/relevant documentation/information provided by the party(s) from Student Handbook, syllabus, clinical evaluation, etc.
  - Title IX, Discrimination

- Blank sheet of paper, pencil, calendar

Preliminary Grievance Hearing

The Preliminary Hearing Panel:

- Selects a faculty Chairperson
- Determines whether sufficient grounds exist for a grievance hearing
  This determination shall be based upon whether the Statement of Grievance, as written on the Request for Preliminary Grievance Hearing form (Form C) and supporting documentation, fulfills each of the following requirements:
  - Grievant must be a current student of the College
  - Grievant must be personally and directly affected by the alleged grievance
  - Statement of Grievance and Justification contains facts, which if true, would constitute a grievance
  - Grievance was filed in accordance with time frames specified in the policy.

Faculty Chairperson:

- Does not vote
- Directs panel to review:
  - Grievance Policy sections related to definition of Grievable Acts and Confidentiality
  - Completed grievance forms:
    - Petition for Formal Resolution (Form B)
    - Request for Grievance Hearing (Form C)
    - Other relevant documentation
- Completes the Preliminary Grievance Hearing Decision form (Form D) in conjunction with panel and returns form to Grievance Hearing Coordinator immediately after the hearing.

<u>Request for Hearing Denied</u> (Grounds for grievance hearing do not exist, no grievance.)

Grievance Hearing Coordinator distributes copies of Preliminary Hearing Decision the same day of the preliminary hearing to

- Ombudsperson
- College party(s) involved/named in grievance

Grievance Hearing Coordinator/Ombudsperson notifies student of Preliminary Grievance Hearing outcome and process for appeal.

<u>Request for Hearing Accepted</u> (Grounds for hearing exist.)

Grievance Hearing

Grievance Hearing Coordinator:

- Schedules possible dates for Grievance Hearing prior to adjourning preliminary hearing panel

  - Hearing must be scheduled within three days following the decision to grant a grievance hearing
- Notifies Ombudsperson, College party(s) involved/named in the grievance procedure, and the Grievance Hearing Panel members verbally and/or in writing of the date, time, and location of the Preliminary Grievance Hearing.
    - Notification shall be given within 1 business day of Preliminary Grievance Hearing Decision.
- Instructs party(s) to bring any additional supportive documentation to hearing – 8 copies
- Notifies and distributes copies of hearing decision the same day of the Grievance Hearing to:
  - Ombudsperson
  - Party(s) involved/named in grievance/procedure

Student:
- Notifies witnesses of the Grievance Hearing date, time, location, and process.

Grievance Hearing Coordinator:
- Is available to assist the grievance hearing panel but is not present at the hearing
- Provides the Ombudsperson with audio recorder and extra batteries
- Ensures alternate Grievance Hearing members are available
- Provides all documentation needed to convene the hearing.

Ombudsperson:
- Facilitates the grievance hearing
- Records the proceedings via audio recorder
  - Tests the recording equipment prior to the start of the hearing
- Introduces Grievance Hearing and panel members for audio recording
- Instructs parties, witnesses, and panel members to:
  - Identify themselves by name for the record each time they speak
  - Speak one person at a time
  - Sign Grievance Hearing Decision participant roster (Form E)
- Directs parties to adhere to the following rules:
  - Panel members and parties may not speak unless recognized by the Ombudsperson
  - Ombudsperson and panel members may ask questions for clarification at any time during the hearing
  - Witnesses are excused after they testify

- Directs parties to adhere to the following sequence:
  1. Student summarizes the issue/grievance and proposed remedy (2 minutes)
  2. Party(s) named in grievance summarizes their position (2 minutes)
  3. Student presents pertinent facts including any witnesses and/or documentation (20 minutes)
  4. Party(s) named in grievance presents pertinent facts including any witnesses and/or documentation (20 minutes)
  5. Student makes a rebuttal (5 minutes)
  6. Parties(s) named in grievance makes a rebuttal (5 minutes)
- Asks if there are any further questions
- Directs parties and members to maintain confidentiality
- Concludes the hearing and turns off the audio recorder
- Submits the audio recorder to the Faculty Chairperson
- Excuses self and parties from the room so that the panel can deliberate.

Faculty Chairperson:
- Does not vote
- Leads deliberation
  - The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established
- Facilitates decision making which is achieved by a majority vote
- Completes the Grievance Hearing Decision form (Form E) in conjunction with panel
- Submits written decision, supporting documentation, and audio recorder to Grievance Hearing Coordinator by the same day.

Grievance Hearing Coordinator:
- Notifies the divisional Dean, party(s), and Ombudsperson of decision by the same day.
- Submits written decision, supporting documentation, and audio recorder to divisional Dean.

OES maintains security of all documentation and audio recordings for seven years.

Appeals

Student may appeal to the Divisional Dean/designee and collaborate with ombudsperson as needed.

- Appeals must be:
  - Submitted within two days of notification of Preliminary or Grievance Hearing Penal decision
  - In writing, using the Appeal of Grievance Decision (Form F), specifically stating the grounds for the appeal, and include all supportive documentation.

Divisional Dean:

- Reviews Grievance Hearing Panel decision to ensure:
  - Student was treated fairly and according to policy
  - Evidence/findings/documentation is adequate to support the decision
- Responds to student within two days of receipt of all appeals documents using Grievance Decision Appeal Response (Form G)
- Provides copies to Ombudsperson and college party(s)

SCHOOL OF NURSING CURRICULUM

CURRICULUM INTRODUCTION

The curriculum is planned to enable the student who has completed the educational requirements to qualify for the Associate of Science Degree in Nursing and to be eligible for the NCLEX-RN upon graduation.

Courses required for graduation are described in the following pages. Rationale for selection and placement of General Education courses is provided.

The generic program is designed to be completed in four semesters and the advanced placement program for LVNs is designed to be completed in two semesters. Semesters 1 through 4 include both nursing theory and clinical and general education course requirements.

Curriculum development and revision is based on changing needs of students, patients, and the community. Faculty update content in accordance with changes in healthcare science, practice, and trends. Content experts review and monitor the program's entire curricular content for designated specialty areas of medical-surgical, obstetrics, pediatrics, psychiatric-mental health, and geriatric nursing. Students participate in the evaluation of the program.

NURSING COURSE NUMBERING SYSTEM

Classification I - Courses Designated 111-113L

- Semester 1 consists of one eighteen (18) week semester.
- This includes ten (10) units of nursing course work (theory and clinical).

Classification II - Courses Designated 121-124L

- Semester 2 consists of one eighteen (18) week semester.
- This includes eleven (11) units of nursing course work (theory and clinical) and four (4) units of general education.
- Nursing 125 consists of one six (6) week course and two (2) units of nursing. This course is designed for Advanced Placement and transfer students.

Classification III - Courses Designated 231-233L

- Semester 3 consists of one (18) week semester.
- This includes eleven (11) units of nursing course work (theory and clinical) and three (3) units of general education.

Classification IV - Courses Designated 242-243L

- Semester 4 consists of one (18) week semester.
- This includes ten (10) units of nursing course work (theory and clinical) and six (6) units of general education.

GENERIC PROGRAM

College Level Prerequisites

- Human Anatomy including laboratory (minimum of 4 semester units)
- Human Physiology including laboratory (minimum of 4 semester units)
- Microbiology 20 including laboratory (minimum of 4 semester units)
- English 101: College Reading and Composition I
- Psychology 41: Life-Span Psychology: From Infancy to Old Age

Required General Education Courses

A student may complete the required general education courses listed below prior to beginning the program or concurrently with the designated semester:

- Sociology 1: Introduction to Sociology
- Physical Education Activity, 1 unit
- Speech 101: Oral Communication I
- United States History or Political Science or equivalent
- Humanities requirement, 3 units

Required Nursing Courses – Numbers and Titles

SEMESTER 1

- N111 Nursing Pharmacology
- N112 Introduction to Professional Role Development
- N113 Introduction to Medical-Surgical Nursing
- N113L Introduction to Medical-Surgical Nursing Clinical

SEMESTER 2

- N121 Nursing Pharmacology
- N122 Interdisciplinary Nursing Role
- N123 Medical-Surgical Nursing
- N123L Medical-Surgical Nursing Clinical
- N124 Maternal-Child Nursing
- N124L Maternal-Child Nursing Clinical

SEMESTER 3

- N231 Nursing Pharmacology
- N232 Specialized Nursing Role
- N233 Intermediate Medical-Surgical & Psychiatric Nursing
- N233L Intermediate Medical-Surgical & Psychiatric Nursing Clinical

SEMESTER 4

- N242 Nursing Role in Leadership, Management, Current Issues and Gerontology
- N243 Advanced Medical-Surgical & Gerontology Nursing
- N243L Advanced Medical-Surgical & Gerontology Nursing Clinical

ADVANCED PLACEMENT PROGRAMS

LVN – OPTION I

Required General Education Courses – may be completed prior to or during the program. See Section II in this Catalog for prerequisite course requirement.

- Physical Education, 1 unit
- Speech 101: Oral Communication I
- United States History or Political Science or equivalent
- Humanities requirement, 3 units

Required Nursing Courses – Numbers and Titles

- N125 Nursing Transition

SEMESTER 3 - Course Titles

- N231 Nursing Pharmacology
- N232 Specialized Nursing Role
- N233 Intermediate Medical-Surgical & Psychiatric Nursing
- N233L Intermediate Medical-Surgical & Psychiatric Nursing Clinical

SEMESTER 4 - Course Titles

- N242 Nursing Role in Leadership, Management, Current Issues and Gerontology
- N243 Advanced Medical-Surgical & Gerontology Nursing
- N243L Advanced Medical-Surgical & Gerontology Nursing Clinical

LVN OPTION II (30 UNIT OPTION – NON-GRADUATE)

The courses in this sequence are required to meet the California Board of Registered Nursing regulations and must be completed for a candidate to be eligible to take the National Council Licensing Examination (NCLEX - RN). The student is not a graduate of the School and does not qualify for the A.S. degree or certificate of completion.

Required Nursing Courses – Numbers and Titles. This curriculum sequence is to be followed for the 30 unit option course.

- N125 Transition Course
  Available Summer Session only. Graded Pass/Fail

SEMESTER 3

- N232 Specialized Nursing Role ..... 1.0 units
- N233 Intermediate Medical-Surgical & Psychiatric Nursing ..... 3.0 units
- N233L Intermediate Medical-Surgical & Psychiatric Nursing Clinical..... 6.0 units

SEMESTER 4

- N242 Nursing Role in Leadership, Management, Current Issues & Gerontology. 2.0 units
- N243 Advanced Medical-Surgical & Gerontology Nursing 2.0 units
- N243 L Advanced Medical-Surgical & Gerontology Nursing Clinical 6.0 units

(Note: Licensure for the 30-unit option is specific to the state of California. Not all states grant licensure by endorsement).

PREREQUISITE AND CO REQUISITE COURSES

Prerequisite and co requisite courses are offered through affiliation with East Los Angeles College or through other U.S. accredited colleges/universities

Anatomy 1 - Introduction to Human Anatomy .....4 units

Lecture, 3 hours; Laboratory, 3 hours.

This course examines cells, tissues, and organs of these human systems: Integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection of the cat and other mammalian organs are used in conjunction with human models in the study of human anatomy.

Physiology I - Introduction to Human Physiology .....4 units
Lecture, 3 hours; Laboratory, 3 hours.
Human physiology is the study of the functions of the body. It covers all major systems of the body including the nervous, musculoskeletal, circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Emphasis is given to the interactions and integration of multi-systems which are required to maintain homeostasis which is essential for life. Microscopic examination of selected organs and tissues, as well as laboratory measurements of physiological functions are covered during the laboratory sessions.

Sociology 1 - Introduction to Sociology .....3 Units
Lecture, 3 hours
This course is a general introduction to the subject matter, basic concepts and techniques of sociology as a social science. Patterns and origins of social behavior in a diverse society are analyzed.

Micro 20 - General Microbiology.....4 units
Lecture, 3 hours; Laboratory, 3 hours.
Micro 20 is the study of microorganisms, including their discovery, morphology, metabolism, genetics, growth requirements, and most importantly, their roles in infectious diseases. This course is recommended for nursing and allied health students. Other major topics covered are virology, immunology, and methods of control of microorganisms. The labs include microscopy, aseptic technique in the handling of bacteria, and isolation, cultivation, staining, identification, and control of bacterial populations.

Physical Education Activity .....1 Unit

Psych 41 - Life-Span Psychology: From Infancy to Old Age 3 Units
Lecture, 3 hours.
This course explores human development from conception to death. It includes the study of relevant theories of development, with an emphasis on research concerning physical, intellectual, emotional, and social development across the human lifespan. Additional areas of investigation for each phase of the life cycle cover biological influences, brain growth, learning, intelligence, personality, self-concept, social roles, interpersonal relationships, death, and grieving.

COMM 101 - Oral Communication I .....3 Units
(Formerly Speech 101)
Lecture, 3 hours.
In this course, training is offered in effective speech composition and delivery. The course assists in building confidence in the delivery of original presentations, acquaints students with the sources of speech materials, and develops discriminating listening through speech analysis.

English 101 - College Reading and Composition I .....3 Units
Lecture, 3 hours.
This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

United States History or Political Science ..... 3 units
(Theory: 3 units)
This requirement may be fulfilled by a three unit course in United States History or by taking an acceptable course in American Institutions or Political Science I: The Government of the United States.

Humanities ..... 3 units
(Theory 3 units)
This requirement may be fulfilled by completion of a three-unit course from those listed in the East Los Angeles College or other U.S. accredited Community College or University Catalogs which meets the Humanities graduation requirements.

Theory Hours .....1-unit theory = 1-hour classroom learning a week for 18 weeks.
Laboratory Hours .....1-unit laboratory = 3 hours laboratory experience a week for 18 weeks.

CURRICULUM PLAN

Effective as of Fall 2021

Basic (Generic) Program

Course #	Course Title	Theory	Laboratory
SEMESTER 1		**Semester Units**	
N111	Nursing Pharmacology	1.0	
N112	Introduction to Professional Nursing Role	1.0	
N113	Introduction to Medical-Surgical Nursing	4.0	
N113L	Introduction to Medical-Surgical Nursing Clinical		4.0
	Nutrition (Elective)	(3.0)	
	Total Units/Semester	**6.0**	**4.0**
SEMESTER 2			
N121	Nursing Pharmacology	1.0	
N122	Interdisciplinary Nursing Role	1.0	
N123	Medical-Surgical Nursing	2.0	
N123L	Medical-Surgical Nursing Clinical		2.5
N124	Maternal-Child Nursing	2.0	
N124L	Maternal-Child Nursing Clinical		2.5
*Sociology I	Introduction to Sociology	3.0	
	* Physical Education Activity	1.0	
	Total Units/Semester	**10.0**	**5.0**
SEMESTER 3			
N231	Nursing Pharmacology	1.0	
N232	Specialized Nursing Role	1.0	
N233	Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L	Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
*Speech 101	Oral Communication	3.0	
	Total Units/Semester	**8.0**	**6.0**
SEMESTER 4			
N242	Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243	Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L	Advanced Medical-Surgical & Gerontology Nursing Clinical		6
	*United States History or Political Science	3.0	
	*Humanities Requirement	3.0	
	Total Units/Semester	**10.0**	**6.0**
	Total Nursing	21.0	21.0

*General Education courses to be taken at ELAC or other U.S. accredited community college or university.
† Theory and Clinical courses must be taken concurrently.

*Effective Fall 2021 All general education courses are pre-requisites and must be completed prior to admission to the college with a passing grade.

Nursing Theory and Clinical: 42 units
General Education 31 units
Total Units 73 units

CURRICULUM PLAN: Option I - Career Mobility for LVNs
Class will enter in Summer or each semester based on space availability.
A total of 19 units for vocational nursing education is awarded upon completion of N125.

Course #	**Course Title**	**Theory**	**Laboratory**
Summer Semester		**Semester Units**	
N125	Nursing Transition	1.0	1.0
	* Physical Education Activity	1.0	
	Total Units/Session	**2.0**	**1.0**
SEMESTER 3			
N231	Nursing Pharmacology	1.0	
N232	Specialized Nursing Role	1.0	
N233	Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L	Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
*Speech 101	Oral Communication	3.0	
	Total Units/Semester	**8.0**	**6.0**
Semester 4			
N242	Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243	Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L	Advanced Medical-Surgical & Gerontology Nursing Clinical		6.0
	*United States History or Political Science	3.0	
	*Humanities Requirement	3.0	
	Total Units/Semester	**10.0**	**6.0**
	Total Nursing	10.0	13.0

*General Education courses to be taken at ELAC or other U.S. accredited community college or university.
† Theory and Clinical courses must be taken concurrently.
*Effective Fall 2021 All general education courses are pre-requisites and must be completed prior to admission to the college with a passing grade.

Credit for Vocational Nursing Education	21 units
Nursing Theory and Clinical:	23 units
General Education	31 units
Total Units	75 units

L.V.N.s who successfully complete this option are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) to become registered nurses, considered graduates and receive an Associate Degree in Nursing from Los Angeles County College of Nursing and Allied Health.

CURRICULUM PLAN: Option II – Non Graduate, 30 Unit Option
Class will enter in Summer or each semester based on space availability.
A total of 19 units for vocational nursing education is awarded upon completion of N125.

Course #	**Course Title**	**Theory**	**Laboratory**
Summer Semester		**Semester Units**	
N125	Nursing Transition	1.0	1.0
	Total Units/Session	**1.0**	**1.0**
SEMESTER 3			
N232	Specialized Nursing Role	1.0	
N233	Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L	Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
	Total Units/Semester	**4.0**	**6.0**
Semester 4			
N242	Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243	Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L	Advanced Medical-Surgical & Gerontology Nursing Clinical		6.0
	Total Units/Semester	**4.0**	**6.0**
	Total Nursing	9.0	13.0

† Clinical course(s) must be taken concurrently with the nursing theory courses in the semester.

Prerequisites (Physiology and Microbiology) 8 units
Nursing Theory and Clinical: 22 units
Total Units 30 units

In accordance with the laws and regulations of the California Board of Registered Nursing, California Licensed Vocational Nurses who successfully complete this option are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) in the State of California.

L.V.N.'s who successfully complete this option are not graduates of the School.

COURSE OF INSTRUCTION

FIRST YEAR

Semester 1

Semester 1 consists of one eighteen-week semester. This level includes ten units of nursing course work. Nursing courses are planned to reflect the SON conceptual framework, which is based on the Neuman Systems Model. The nursing courses build on scientific foundations. The general education courses, which are prerequisite and those required in Semester 1, provide knowledge that will support concepts presented within the nursing curriculum and serve as foundation content for understanding human functioning and social behavior.

N111 Nursing Pharmacology ..... 1.0 unit
(Theory: 1.0 unit)

Prerequisite: Admission to the Program

This is an introductory course designed to serve as a foundation for the integration of pharmacology content into subsequent nursing courses. The student is introduced to the general aspects of drug standards, legislation, action and classification necessary to understand the role of drug therapy in the management of clients with common health problems.

The major classifications of drugs studied are fluid and electrolytes, antihypertensives, anti-inflammatory and pain management agents, antineoplastics, drugs affecting the respiratory system and to treat Tuberculosis.

The nurse's role and responsibility related to safe administration of drugs, including standard methods of dosage calculation, are emphasized throughout this course.

Student Learning Outcome N111: Students competently identify the integration of pharmacological knowledge in the delivery of nursing care to patients receiving medications.

N112 Introduction to Professional Nursing Role.....1.0 unit

(Theory: 1.0 unit)

Prerequisite: Admission to the Program

This course introduces nursing as a profession to the student as well as role expectations of the student nurse in a nursing program. The Neuman Systems Model is utilized as a framework for curriculum presentation. The legal responsibilities and the ethical behaviors required for providing safe nursing care are discussed. The essential components of the therapeutic communication process are presented as a foundation. The roles of provider, manager of direct client care, coordinator/collaborator of care, and client advocate are introduced. The role of the nurse in primary and secondary intervention is presented.

Student Learning Outcome N112: Students competently identify appropriate legal and ethical principles and the use of therapeutic communication needed to provide care for adult clients in a variety of health care settings

N113 Introduction to Medical-Surgical Nursing ..... 4.0 unit

(Theory: 4.0 units)

Prerequisite: Admission to the Program and concurrent enrollment in 113L.

This course introduces nursing responsibilities related to assessment, pertinent health teachings, and health promotion strategies. It covers content related to common health problems affecting individuals across the adult life span to include the following areas: inflammation/infection, wound healing, problems of oxygenation, pain, changes in vital signs, perioperative nursing care, fluid/ electrolyte/ nutritional imbalances, hypertension, selected musculoskeletal disorders and cancer. The nursing process is introduced as the systematic method addressing client needs, which forms the basis for nursing practice. The student learns how to perform beginning physical assessment of each body system and how to complete a health assessment, which includes a nursing health history. Collaboration, accountability, communication, education, decision-making, and sociocultural sensitivity are other concepts integrated throughout the course content. The approach is to view the client as a holistic being, with the major focus on the physiological variable and incorporating the psychological, sociocultural, developmental, and spiritual variables.

Student Learning Outcome N113: Students competently identify appropriate components of complete health assessment and medical/surgical interventions needed to provide care to patients with common adult health problems

N113L Introduction to Medical-Surgical Nursing Clinical..... 4.0 units

(Laboratory 4.0 units)

Prerequisite: Admission to the Program and concurrent enrollment in 113.

This clinical course provides the student with opportunities to apply semester I theoretical content. The focus of the nursing process is on assessment of the adult client and applications of nursing interventions for acute care clients. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman System Model are utilized in assessing basic human responses. Selected methods of health promotion and health maintenance are practiced in a skills laboratory and applied in acute care setting. The student has an opportunity to practice basic psychomotor and communication skills and utilize an established plan of care.

Student Learning Outcome N113L: Students competently provide basic care through the beginning application of the nursing process and basic psychomotor and communication skills to clients with common health problems in acute care and ambulatory care settings.

Semester 2
Semester 2 consists of one eighteen-week semester. This level includes eleven units of nursing and four units of general education. Nursing courses are planned to build on Semester 1 courses and introduce content related to adults throughout the lifespan. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester II provide knowledge and theories that support concepts presented within the nursing curriculum and serve as content for further understanding of human functioning, communication, and human interaction.

N121 Nursing Pharmacology. ..... 1 unit

(Theory 1 unit)

Prerequisite: Completion of all Semester 1 courses or equivalent with a satisfactory grade.

This course builds on the content presented in Nursing Pharmacology 111. The major classifications of drugs studied are those affecting the endocrine system, the gastrointestinal system, the female reproductive system, the immune system, and drugs used to treat infection. This course emphasizes nursing responsibilities related to the safe and appropriate use of medications including dosage calculation when caring for all clients with special consideration to the childbearing and pediatric clients. This course will also discuss the role of the nurse as to education of clients and their families regarding medication administration.

Student Learning Outcome N121: Students competently identify the application and implementation of pharmacological knowledge needed in the nursing care delivery of patients receiving medications with special considerations for the childbearing and pediatric clients.

N122 Interdisciplinary Nursing Role ..... 1 unit

(Theory 1 unit)

Prerequisite: Completion of all Semester 1 courses or equivalent with a satisfactory grade.

The content of this course focuses on the role of the nurse as a member of the health care team. The nursing process, communication, collaboration, accountability, ethical decision-making, patient education and cultural sensitivity will be discussed in relationship to the role of the nurse as a team member. The rights of women, children, and victims of domestic violence are among the ethical issues discussed

Student Learning Outcome N122: Students competently identify the application of legal/ethical principles and therapeutic communication, in collaboration with the interdisciplinary team, needed to provide care to clients in a variety of health settings with emphasis on the rights of women, children, and victims of domestic violence.

N123 Medical-Surgical Nursing ..... 2.0 unit

(Theory: 2.0 units)

Prerequisite: Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N123L.
This course consists of content related to common health problems building on content from the previous semester with emphasis on physiological problems of the client across the lifespan. Medical/surgical and nursing management of clients with diabetes mellitus; gastrointestinal disorders; genitourinary and reproductive problems; hematological problems; and selected gynecological problems will be presented. Nursing process, collaboration, accountability, communication, education, decision-making, and social cultural sensitivity are utilized as the basis for content presentation.

Student Learning Outcomes: Students competently identify the application and implementation of appropriate medical/surgical interventions needed to provide care to adult clients with common health problems in a variety of health care settings.

N123L Medical-Surgical Nursing Clinical ..... 2.5 units

(Laboratory 2.5 units)

Prerequisite: Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N123.

This clinical course provides the student with opportunities to build on semester 1 and apply semester 2 theoretical content. It focuses on the application of the nursing process in the care of adult clients in the acute setting. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman Systems Model are utilized in formulation, implementation and evaluation of a plan of care. Methods of health promotion and health maintenance are applied for the adult and elderly clients in the acute care setting. The student participates as a member of the health care team and applies collaborative communication techniques, teaching-learning principles in regard to health promotion, and legal/ethical decision making in clinical practice.

Student Learning Outcome: Students identify, apply, and safely integrate legal/ethical decisions and communication skills in providing care for culturally diverse patients in acute care settings utilizing the fundamentals of the nursing process.

N124 Maternal-Child Nursing ..... 2 units

(Theory: 2 units)

Prerequisite: Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N124L.

This course consists of content related to maternal-child assessments, promotion, and maintenance for optimal family health. The major health issues and problems affecting the

perinatal clients/neonates and children during infancy through adolescence will be covered. Content related to digestion, nutrition, and elimination; reproduction, pregnancy and delivery; congenital versus acquired complications; psychosocial adaptation, and protection problems are included in this course. Growth and development concepts will be integrated throughout. Nursing process, collaboration, accountability, communication, education, decision-making, and social cultural sensitivity are utilized as the basis for content presentation.

Student Learning Outcome N124: Students competently identify the application and implementation of the nursing process in providing care to perinatal/neonate clients and children from infancy through adolescence with major health issues in acute care settings.

N124L Maternal-Child Nursing Clinical 2.5 units

(Laboratory 2.5 units)

Prerequisite: Completion of Semester 1 requirements or equivalent with a satisfactory grade and concurrent enrollment of N124.

This clinical course provides the student with opportunities to build on semester 1 and apply semester 2 theoretical content. The application of the nursing process is applied in caring for patients from conception through adulthood. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman Systems Model are utilized in formulation, implementation and evaluation of a plan of care. Methods of health promotion and health maintenance are applied in obstetrical, pediatric, and community settings. The student participates as a member of the health care team and applies principles of interaction, teaching-learning and patient advocacy.

Student Learning Outcomes N124L: Students apply and safely integrate the nursing process, legal/ethical behaviors, patient advocacy, sociocultural variables, and effective communication in the collaborative care of childbearing women, neonates, children and their families in acute care settings.

N125 Nursing Transition Course ..... 2 units

Prerequisites: Admission to advanced placement for:

- LVN Option I - Career Mobility Program
- LVN Option II – 30 Unit Option, Non graduate
- Foreign Nurse Graduates
- Transfer Students
- Other Advanced Placement Students
- Returning Students

This course introduces the student to the School's conceptual framework of the Neuman Systems Model as a supporting structure for curriculum presentations. The nursing process is presented by focusing on each phase (assessment, diagnosis, planning, implementation, evaluation). The assessment phase will include a method of data collection and process for formulating nursing diagnoses. The various roles of a professional nurse will be covered including the scope of practice involving the dynamics of role change from L.V.N. to R.N. Content related to nursing process, historical perspectives, legal issues/parameters,

psychological adaptations, fluid and electrolytes, and fetal monitoring are incorporated in this course. Clinical experiences offer the students an opportunity to review skills and learn new skills which are expected of the licensed vocational nurse student transitioning to registered nurse role. The focus of the clinical component will be in the medical-surgical area.

Student Learning Outcomes N125:

- Implement the registered nurse's role in approaches to communication, collaboration, and accountability in providing care to patients in a multicultural environment and distinguish these roles from that of the licensed vocational nurse.
- Utilize the nursing process, concepts of individualized care, advocacy, and sociocultural sensitivity in providing care to patients in the medical surgical area, incorporating critical thinking, professionalism and ethics through demonstration, oral and written presentations.

SECOND YEAR
Semester 3

Semester 3 consists of one eighteen-week semester. This semester includes eleven units of nursing and three units of general education. Nursing courses are planned to build on Semester 1 and Semester 2 courses and introduce content related to family health, groups with special health care needs, and patients with more complex health problems. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester 3 provide knowledge to further understanding of and skill in communication and human interaction.

N231 Nursing Pharmacology ..... 1 unit
(Theory: 1.0 unit)

Prerequisite: Completion of course requirements for Semesters I and II.

This course builds on basic pharmacological principles to develop an understanding of the clinical use of pharmacological agents. This course will provide students with an understanding of pharmacotherapeutics for selected disease states, which can be applied in the clinical setting. Emphasis will be on geropharmacology, psychotropic drugs, cardiovascular drugs, ophthalmic drugs, antiepileptics, drugs affecting the autonomic and central nervous systems.

Student Learning Outcome N231: Students competently identify the implementation and integration of pharmacotherapeutic concepts taking into consideration legal/ethical implications, patient educational needs, and sociocultural variations needed in the safe administration of medications to patients with common health problems in acute, ambulatory care, and psychiatric care settings.

N232 Specialized Nursing Role..... 1 unit
(Theory: 1.0 unit)

Prerequisite: Completion of Level I courses

This course examines the role of the nurse as a manager for a group of clients and in the specialized settings of mental health, family health, lesbian, gay, bisexual and transgender (LGBT) community, disaster, and ambulatory care. The impact of legal/ethical issues, regulatory agencies and end of life issues on nursing practice is explored. The concepts of decision making, education and sociocultural awareness in
specialized settings are reviewed.

Student Learning Outcomes N232: Students competently identify the application, implementation, and analysis of the principles of goal-oriented communication needed to establish professional and therapeutic relationships in advocate for culturally diverse individuals, families and groups in specialized settings.

N233 Intermediate Medical-Surgical Nursing ..... 3 units

(Theory: 3 units)

Prerequisite: Completion of Level I Courses and concurrent enrollment in N233L.

The course consists of content related to individuals with acute health problems with emphasis on environmental stressors affecting the physiological, psychological and sociocultural factors. Content related to psychosocial adaptations, oxygenation, acid-base imbalance, and tissue perfusion are included in this course. Nursing Process, Collaboration, Accountability, Communication, Education, Decision-Making and Sociocultural Sensitivity are concepts utilized as the basis for content presentation. The nursing focus for this course is on developing and evaluating outcomes for the clients with complex health problems.

Student Learning Outcome N233: Students competently identify the application, implementation and analysis of appropriate medical surgical interventions needed to provide care to patients with acute and complex health problems in the acute, ambulatory, and psychiatric care settings through critical thinking and professional nursing judgment in collaboration with the health care team.

N233L Intermediate Medical-Surgical Nursing Clinical.....6 Units

(Laboratory: 6 units)

Prerequisite: Completion of Level I requirements and concurrent enrollment in N233.

This clinical course provides the student with opportunities to apply semester 3 content and build on Level I theoretical content. The application of the nursing process as a manager for group of clients and in a specialized setting is implemented. Experiences allow the students to perform health promotion activities and apply concepts of legal/ethical, regulatory agencies and end-of-life issues in the clinical setting. The use of decision making, education and sociocultural awareness are implemented in the clinical setting.

Student Learning Outcomes N233L: Students incorporate concepts of professional role development through collaboration with members of the multidisciplinary health care team in planning and providing safe care for individuals, families and groups with mental health problems, utilizing the nursing process, critical thinking, and therapeutic communication techniques in acute care, psychiatric and ambulatory care settings.

Semester 4

Semester 4 consists of one eighteen-week semester. This semester includes ten units of nursing and six units of general education. Nursing courses are planned to build on Semesters 1, 2, and 3 courses. Content relates to community health nursing and acute and chronic multisystem conditions affecting man in the late adult years. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester 4 provide knowledge to promote understanding of human social systems.

N242 Nursing Role in Leadership, Management, Current Issues and Gerontology ..... 2 units

(Theory: 2 units)

Prerequisite: Completion of Semester 3 requirements

This course explores specific issues in the delivery of health care including resource management; access to care; community-based nursing; federal and state health care regulations, and accreditation systems; consumerism; and the impact of a burgeoning elderly population. Leadership styles and management principles used in the supervisory nursing role are explored. Working with culturally diverse community aggregates including the gay, lesbian, bisexual, and transsexual community and the medically underserved is discussed. An introduction to career planning and discussion related to professional issues, rights, and responsibilities is presented.

Student Learning Outcome N242: Students competently identify the implementation and analysis of nursing responsibility, accountability, and the integration of leadership principles and management strategies needed to direct high-quality patient care in diverse community and acute care settings with focus on the elderly.

N243 Advanced Medical-Surgical & Gerontological Nursing..... 2 units

(Theory: 2 units)

Prerequisite: Completion of Semester 3 requirements and concurrent enrollment in N243L

The courses consist of content related to individuals with acute and chronic health problems with emphasis on multi-stressors and chronicity. Content related to protection; digestion; nutrition and elimination; and mobility, sensation and cognition are included in this course. Nursing Process, Communication, Education, Decision-Making and Sociocultural Sensitivity are utilized as the basis for content presentation. Nursing focus for this course is on developing and evaluating outcomes for the patients with acute or chronic multi-health problems.
Student Learning Outcome N243: Students competently identify the implementation and analysis of nursing process and integration of advanced medical/surgical and gerontological

nursing care principles needed in managing the care of patients in situations involving multi system health problems within various healthcare settings.

N243L Advanced Medical-Surgical & Gerontological Nursing Clinical ..... 6 units

(Laboratory: 6 units)

Prerequisite: Completion of Semester 3 requirements and concurrent enrollment in N243.

This clinical course provides the student with opportunities to build on past learning and apply semester IV theoretical content. The nursing process focuses on the provision of nursing care for clients with multisystem problems and various groups within the community. Gerontological concepts are incorporated in the acute care and long-term setting. The role of the nurse as a leader and manager in a health care organization is practice within the clinical setting.

Student Learning Outcomes N243L: Students incorporate sound leadership principles according to the standards of competent performance in planning, managing, and delivering health care using a collaborative interdisciplinary approach including delegation and supervision of nursing care being delivered by others in a diverse healthcare setting.

ALLIED HEALTH CONTINUING EDUCATION

ACADEMIC PROGRAMS INTRODUCTION

The College of Nursing and Allied Health supports the educational needs of the LAC+USC Medical Center, the Department of Health Services, and the healthcare community by providing learning centered educational programs and career development opportunities for healthcare students.

The College prepares students for employment, professional development, and/or advancement within Los Angeles County. The College offers:

- Associate Degree Nursing (ADN) program
- Continuing education programs and classes for nursing professionals and ancillary staff
- Credit and noncredit programs and classes for allied health personnel.

The College is committed to the free pursuit and dissemination of knowledge. The College value statements include “To aid us in achieving our mission and vision we believe:

- Learning activities that provide for freedom of inquiry, self-discovery, and sharing of ideas are conducive to individual growth
- Integrity, professionalism, and respect are inherent to our relationships with each other, our students, our partners and the community.”

The College is a single-purpose, public college that offers only one degree, an Associate of Science degree in Nursing, through the School of Nursing. Education and Consulting Services provides proof of completion of specialty nursing courses and classes in support of the DHS.

The College awards academic credit based on both accepted practices in degree-granting institutions and on established College policies and procedures. Divisional policies standardize methods for assigning student grades.

CLASS SCHEDULES

A schedule of classes is published and is available to students through the Office of Educational Services. The published schedule is subject to change. Changes are posted in the Office of Educational Services.

INTRODUCTION

Allied health professionals are health care professions distinct from nursing, medicine, and pharmacy. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the patients they serve.

The Division of Allied Health Continuing Education (DAHCE) is committed to providing quality continuing education programs that enhance the allied health profession's practice. To fulfill this commitment, DAHCE offers a range of courses designed to address the ongoing learning needs of DHS allied health staff.

Classes may provide continuing education contact hours for license/certification renewal by the appropriate certification organization. Individually tailored courses and consultation are also available.

Student Learning Outcomes

Participants/students demonstrate ongoing professional development through application of academic, technical, collaborative, communication, and critical thinking skill in the safe care of culturally diverse patients in a variety of settings.

ALLIED HEALTH CLASSES

Allied Health

- One continuing education contact hour is granted for each 50 minutes of theory course instruction. Three hours of skills lab /clinical experience equals one continuing education contact hour
- Credit for Certified Nursing Assistant (CNA) is based on California Department of Public Health requirements. Certificates of Completion towards renewal of CNA certification is given for classes approved by the Department of Public Health and successful completion of class.

IV Therapy and Blood Withdrawal Certification Course for LVN

DESCRIPTION: This is a certification course for the Licensed Vocational Nurse (LVN) to receive certification in Intravenous (IV) Therapy and Blood Withdrawal. The course consists of 27 hours theory and 8 hours of clinical. Upon successful course completion, the LVN will be eligible to apply for IV certification through the LVN licensing board.

Nursing Attendant Enrichment Program

DESCRIPTION: Courses are approved for Continuing Education Units (CEU) credit for re-certification. CNAs are required to obtain 48 hours of in-service or Continuing Education Units every two years. Trainings are provided to all Nursing Attendants county-wide at *no cost*. There are 6 to 7 hours of Continuing Education hours that can be obtained per class.

Course List Approved by the California Department of Public Health (CDPH), governing certification board for the CNA. Courses are divided into Module A, B, C, D
Care of the Patient with Hypertension

- Fall Prevention
- Suicide Prevention
- Altered Vital Signs
- Care of the patient with a Stroke
- Care of Patients with Respiratory Disorders
- Care of the Patient with Cognitive Impairment
- Role of the Continuous Observer
- Foot Care and the Diabetic Patient
- Ethics and Law

CLASS/PROGRAM REGISTRATION – ALLIED HEALTH Policy # 860

PURPOSE:

To ensure that Allied Health (AH) class/program applications, rosters, and certificates are processed and filed in a standardized and timely manner.

POLICY:

Participant enrollment is approved by immediate supervisor, if required.

Telephone registration is not accepted.

Supervisor/manager is notified of enrollment confirmation or denial and of class/program cancellation.

Rosters are created for all class/programs.

Rosters adhere to requirements specified by California Department of Public Health.

Certificates of Completion towards renewal of CNA certification are given for classes approved by the California Department of Public Health and at successful completion of class.

CNA course certificates are issued same day as class/program completion.

Class/Program records are maintained per regulatory agency standards.

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INDEX

A
Academic Calendar 74
Academic Freedom Policy and Procedure 60
Academic Honesty and Professional Conduct Policy and Procedure 60
Academic Programs – General Information 59
Academic Progression Policies 92
Accreditation and Approval 9
Active Shooter 54
Administration, Faculty, and Staff 140
Administration 141
Administrative Services 142
School of Nursing Faculty 143
Admission/Registration/Enrollment Policies 76
Admissions 77
Advanced Placement Licensed Vocational Nurses 119
Allied Health Continuing Education 135
Americans with Disabilities Act Compliance Policy 39
Associate of Science Degree in Nursing 102
Attendance 69
Audio Video Recording 65
Auditing 69
Automated External Defibrillator (AED) 57
Award of Credit Policy and Procedure 62

B
Bomb Threat 57
Bookstore 38
Bulletin Board Postings 66

C
Campus Crime Report 48
Campus Security and Safety 48
Certified Nurse Assistant Exam Eligibility 91
Child Care Services 38
Class Schedules 136
Classrooms 69
College Map 14
College Security 49
Counseling/Psychological Services 39
Course Descriptions 126
Semester 1 126
Semester 2 128
Semester 3 131
Semester 4 133
Course Numbering System 118
Criminal Record Background Screening 84

Curriculum Plan 123
Generic Program 123
LVN Option I – Career Mobility 124
LVN Option II – Non-Graduate 125
Curriculum 117

D
Department of Veteran Affairs (DVA) Educational Assistance 21
Disaster Management 53
Drug Free Environment 44

E
Earthquake 56
Educational Resource Center Description 32
Educational Resource Center Student Learning Outcomes 32
Employment 21
Enrollment, Registration, and Progression 88
Essential Function Standards – Nursing Students 40

F
FERPA Notification 36
Financial Aid Description of Services 18
Financial Aid Student Learning Outcomes 19
Financial Information 16
Fire Response 55
Food Services 38
Free Application for Federal Student Aid (FAFSA) Information Verification Policy 21

G
General Information, SON 8
Governance 15
Grading System for Clinical Courses 96
Grading System, SON 93
Grants, Scholarships, and Loans 20

I
Identification Badges 50
Instructional Policies 64
Instructor Absence 69
Introduction 7

L
Learning Assistance 38
Library Materials 33

M
Mission, Vision, and Values 11

N
No Smoking 46
Nondiscrimination Policy 10
Nursing Course Exemptions/Challenges 85

O
Office of Educational Services Description 36
Office of Educational Services Student Learning Outcomes 36
Orientation 38
Other Libraries 35

P
Pharmacology for Advanced Placement LVN Option II 105
Philosophies of Education, General Education, and Learning 12
Prerequisites and Corequisite Courses 118
Program Limits.....91

R
Religion/Belief Systems 65
Repayment of Financial Obligation.....21
Return to Title IV Funds (R2T4) Policy 25

S
Satisfactory Academic Progress.....98
School of Nursing Costs and Fees 17
School of Nursing Financial Obligations 18
School of Nursing Philosophy.....72
School of Nursing Sessions.....74
School of Nursing 70
Security Policies and Procedures 48
Security.....49
Services for Disabled Students.....39
Sexual Assault 52
Sexual Harassment Reporting.....51
Student Eligibility 18
Student Grievance Process Time Frames.....106
Student Grievances 108
Student Handbook 75
Student Health Services 38
Student Learning Outcomes 72
Student Learning Outcomes: College and General Education 13
Student Records – Confidentiality Policy and Procedure 36
Student Support Services 31
Student Support Services: General Information 38

T
Transition Nursing Course 104
Transportation and Parking 38
Tuition Agreement Contracts 19

V
Verification of General Education and Other Course Completion.....83
Veteran Affairs, Department of (DVA) Educational Assistance.....21