



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

School of Nursing Student Handbook

2021 - 2022

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF NURSING STUDENT HANDBOOK

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 has made every effort to determine that the statements in this handbook are accurate.

The College 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 with or without. The College assumes no responsibility for misrepresentation of the information presented.

SCHOOL OF NURSING ADMINISTRATION

Mildred Gonzales, PhD., RN

Dean, School of Nursing

Beena Davis, PhD., RN

Coordinator, Semester 1

Lydia Thompson, MSN, RN

Interim Coordinator, Semester 2

Grace Escudero, MSN, RN

Coordinator, Semester 3

Leonece Myers, DNP, RN

Coordinator, Semester 4

TABLE OF CONTENTS

Introduction.....	6
General Information.....	8
History of the School of Nursing.....	9
Mission, Vision, and Values	10
Philosophies of Education, General Education, and Learning	11
School of Nursing Philosophy	12
Student Learning Outcomes	13
College	13
General Education	13
School of Nursing	13
Courses	
Semester 1	14
Semester 2	14
N125 Transition Course	15
Semester 3	15
Semester 4	15
Conceptual Framework	17
Purpose Statement	18
Program Objectives.....	18
General Policies and Guidelines	19
Student Enrollment, and Progression Policy	20
Board of Registered Nursing: Denial of Licensure Policy Statement.....	21
Written Communications	22
Student Mailboxes.....	22
Change of Name or Address Policy	23
Campus Security and Safety.....	24
College Security.....	25
Security and Safety Orientation.....	25
Campus Crime Report	25
Security Policies and Procedures.....	26
Security	26
Identification Badges	27
Sexual Harassment Reporting	28
Sexual Assault	29
Disaster Management.....	29
Active Shooter	30
Fire Response	31
Earthquake	32
Bomb Threat.....	33
Automated External Defibrillator (AED).....	33
Student Health	34
Americans with Disabilities Act Compliance Policy.....	34
Hospitalization	39
Illness Reporting	39
Pregnancy.....	39
Research Subjects.....	40
Illness or Injury Policy	40
Impaired Student – BRN Guidelines	41

Drug-Free Environment Policy	41
Impaired Student Policy	43
Academic Progression Policies	45
Academic Warning Notification Policy	46
Students Using Veteran Affairs (VA) Benefits	46
Academic Failure and Withdrawal Policy	47
Continuing Student Status	49
Petition for Waiver of College Policies and Regulations.....	50
Readmission	50
Transfer Students.....	51
Transition Nursing Course	52
Pharmacology for the LVN to RN	53
Transfer to Another School of Nursing	53
Academic Program Policies.....	54
Academic Honesty & Professional Conduct- Student Agreement.....	55
Award of Academic Credit.....	56
Grading System	57
Grading for Clinical Courses	60
Drug Dosage Calculation Competency	62
Test Review	63
Make Up Examination	64
Course Attendance	65
Course, Instructor, and Program Evaluation	67
Graduation/Post Graduation	68
Graduation Eligibility	69
Graduation and Awards Policy	69
Transcript/Completion Verification Requests	73
Transfer to BSN/MSN Programs.....	74
Employment Opportunities.....	74
Student Rights and Responsibilities	75
Nursing Student Bill of Rights.....	76
Student Responsibilities	77
Dress Code	79
Audio/Video Recording	82
Student Grievance Process & Time Frame.....	83
Student Organizations and Clubs.....	93
Associated Student Body.....	94
California Nursing Student Association.....	94
Newman/Nurses' Christian Fellowship Club	94
Associated Student Body Bylaws.....	95
Faculty Advisors.....	109
Student Committee Representatives.....	109
Year Book	110
Student Activities Policy and Procedure.....	111
Fund Raising Policy and Procedure	112
Alumni Association	113
Alma Mater	114
School of Nursing Administration and Faculty	115
Index.....	120

INTRODUCTION

INTRODUCTION

The School of Nursing (SON) offers a four-semester, prelicensure 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:

California Board of Registered Nursing <https://rn.ca.gov/education/passrates.shtml> and College <http://dhs.lacounty.gov/wps/portal/dhs/conah> 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.

Students implicitly agree upon admission, that they will comply with the rules and regulations printed in the College Catalog, SON Student Handbook and other official College and School communications.

Mildred Gonzales, Dean, School of Nursing, PhD, MSN, RN

GENERAL INFORMATION

HISTORY OF THE SCHOOL OF NURSING

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), the Los Angeles County Department of Health Services (DHS), and the Los Angeles 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 Education and Consulting Services (EDCOS) nursing professional development division of the Medical Center and the LAC Medical Center School of Nursing (SON) merged in 1998 to form the LAC College of Nursing and Allied Health. In 2019, The Education and Consulting Services (EDCOS) nursing professional development division of the Medical Center returned to the LAC+USC Medical Center.

The College achieves its mission by graduating 100 to 150 students with an Associate of Science degree in Nursing every year. Over 96% of these SON graduates pass their national licensing exam. The Division of Allied Health Continuing Education (DAHCE) is committed to providing quality continuing education programs that enhance the allied health profession's practice. Classes may provide continuing education contact hours for license/certification renewal by the appropriate certification organization.

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” needs 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.

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, attitude, and sociocultural sensitivity necessary for assisting the client to maintain health.

CLIENT is an individual, family, group or community with inherent worth and dignity. The client 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 the client. System stability is dependent upon client'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 their 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 client, 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.

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 others 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.

School of Nursing

Graduates:

- Demonstrate essential competencies when providing client-centered nursing care using the nursing process and evidence-based outcomes to accommodate societal/cultural differences.
- Demonstrate professional responsibility and accountability for quality nursing care.
- Adhere to ethical and legal standards and promote a positive image of professional nursing.

Semester 1

N111 Nursing Pharmacology

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

N112 Introduction to Professional Nursing Role

Student Learning Outcome: 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

Student Learning Outcome: 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

Student Learning Outcome: 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

N121 Nursing Pharmacology

Student Learning Outcome: 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 child bearing and pediatric clients.

N122 Interdisciplinary Nursing Role

Student Learning Outcome: 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

Student Learning Outcome: 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

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

Student Learning Outcome: 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

Student Learning Outcome: 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

Student Learning Outcome:

Students implement the registered nurses' role in approaches to communication, collaboration, and accountability in providing care to patients in a multicultural environment and are able to distinguish these roles from that of the licensed vocational nurse.

Semester 3

N231 Nursing Pharmacology

Student Learning Outcome: Students competently identify the implementation and integration of pharmaco-therapeutic 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

Student Learning Outcome: Students competently identify the application, implementation, and analysis of the principles of goal-oriented communication needed to establish professional and therapeutic relationships and advocate for culturally diverse individuals, families and groups in specialized settings.

N233 Intermediate Medical-Surgical and Psychiatric Nursing

Student Learning Outcome: 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.

233L Intermediate Medical-Surgical and Psychiatric Nursing Clinical

Student Learning Outcome: 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

N242 Nursing Role in Leadership, Management, Current Issues and Gerontology

Student Learning Outcome: 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

Student Learning Outcome: 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

Student Learning Outcome: 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.

CONCEPTUAL FRAMEWORK

The conceptual framework for the School of Nursing is based on the philosophical belief of the faculty that the recipient of nursing is a holistic being. The Neuman Systems Model is accepted as the theoretical framework to provide the organization and structure for the curriculum, which is in line with our philosophical belief regarding General Education, Education, and Learning. The major elements of the Systems Model are consistent with generally accepted concepts for nursing models. These are: client*, environment, health and nursing.

The individual is a holistic, dynamic, interactive being with system parts that have meaning only within the context of the whole. The whole is greater than the sum of its parts. The individual moves through the life span as a composite of five variables: physiological, psychological, sociocultural, developmental and spiritual. These variables continuously and holistically interact with environmental stressors to retain, attain, and maintain system stability (Neuman, B. & Fawcett, J., 2011).

Dynamic adjustment to stressors must consistently be made for system stability. Stressors are neutral. It is the degree of reaction to the stressors that determines the status of the system on the wellness continuum. Each individual is unique in his perception of stressors and in his reaction to stressors occurring within both the internal (intrapersonal, interpersonal, and extrapersonal) and external environment.

The ultimate goal of the system is wellness, the condition in which all system parts and subparts are in harmony with the whole system of the client. Health is viewed as being on a continuum from wellness to illness at any given point in time. Health is optimal system stability and requires constant system adjustment. Illness indicates instability between or among the parts and subparts of the system.

"The major concern for nursing is keeping the client system stable through accuracy in the assessment of effects and possible effects of environmental stressors and in assisting client adjustments required for an optimal wellness level." (The Neuman Systems Model p. 34; 1989) Nurses as members of a discipline provide and manage care in any setting and utilize interventions to assist the client to retain, attain and maintain optimal system stability. In the acute setting the major focus of nursing is on the secondary prevention modality. In ambulatory care settings competency is required in primary and tertiary prevention activities. The nursing process is used as an organized, systematic method of analyzing the wellness status, and is directed toward maximizing system adjustment.

Seven outcome criteria, referred to as the horizontal threads, describe action-oriented activities performed by nurses. They include the nursing process, collaboration, accountability, communication, decision making, education, and sociocultural sensitivity. The horizontal threads are the integrating themes that connect the vertical threads throughout the curriculum. The horizontal and vertical threads guide the progression and placement of theoretical content and associated clinical learning experiences.

The diagram attached identifies the philosophy, the theoretical concepts and subconcepts, student learning outcomes, and the threads used to design the curriculum. General education provides foundational and scientific content for understanding human functioning, communication, social behavior and growth and development.

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

PURPOSE STATEMENT

The focus of the educational program is to prepare a graduate who meets the Standard of Competent Performance as defined in Section 1443.5, Article 4, Title 16, California Code of Regulations. The program addresses patient health problems which require nursing actions in assisting individuals, families, and community in maintaining health.

The School of Nursing program prepares the graduate to give direct care to patients in acute, ambulatory, community, home and long term settings. These settings allow the student to practice in a dynamic and culturally diverse patient population of the Los Angeles County community.

PROGRAM OBJECTIVES

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.

GENERAL POLICIES AND GUIDELINES

STUDENT ENROLLMENT & PROGRESSION (#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); 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, and SON.
- Students who register late must pay a late fee (see SON Fee Schedule).
- Students may not register until all tuition is up to date or payment plan is initiated and current

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

Students who have not completed registration requirements by the end of the first week of the semester may not continue in the program.

Administration must be notified of student enrollment status.

PROCEDURE:

Director, OES/designated OES staff will:

- Designate registration time frames for new students
- Post/provide written notification of registration dates to students, faculty and staff
- Distribute registration packets to new and continuing students
 - New students: provide with packets during the orientation week
- Review list of new students who have not completed registration process
 - Verify incomplete components
 - Notify new students in writing of delinquent status by end of the first week of the semester
 - Provide deadline date to meet with Director OES
- Provide administration with list of students with incomplete registration process by the end of the first week of the semester.

OES staff will:

- Enter verification of completion of registration items on individual student Enrollment and Registration Checklist
- Generate list of students who have not completed registration components
 - Notify Director, OES and semester coordinators.

BOARD OF REGISTERED NURSING: DENIAL OF LICENSURE POLICY STATEMENT

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another
- Any act which is grounds for revocation of a license
- Making a false statement on the application for license
- Breach of examination security.

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Assaultive and abusive conduct
- Failure to comply with mandatory reporting requirements
- Theft, dishonesty, fraud and deceit
- Convictions or acts resulting in registration under Section 290 of the Penal Code.

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above.

WRITTEN COMMUNICATIONS

All written communication with School of Nursing personnel is to include:

- Student's full name (no initials or nicknames)
- Class
- Mailbox number.

Correspondence must be time stamped, placed in student communication basket in the Office of Educational Services and student log completed.

STUDENT MAILBOX POLICY (#404)

PURPOSE:

To establish responsibilities related to School of Nursing (SON) student mailboxes.

POLICY:

All students in the nursing program are issued a mailbox and key.
Decals/decorations are not permitted on mailboxes.

Office staff does not open mailboxes for students who forget their keys.
Mailboxes may be requested for guests such as the Alumni Association. Mailbox master key is secured in Administration room 123.

PROCEDURE:

Director, OES provides duplicate key request memo as indicated.

Student:

- Signs Student Mailbox form during registration week
- Collects mail on a regular basis
- Keeps mailbox clean and locked
- May deposit mail for other students in "Student Mail" box located on Lobby reception counter
 - Includes student's name and mailbox number. (Roster of student names and mailbox numbers is available at the reception counter.)
- Requests duplicate key from OES if needed
 - Pays Medical Center Cashier \$10.00
 - Takes receipt and memo to Locksmith in General Hospital, Room 131
- Returns key to OES upon graduation or withdrawal from the school.

Faculty:

- Place mail for students in Administration room 123, box labeled "Student Mail"
- Notify OES staff when documents are placed in "Student Mail" for distribution.

CHANGE OF NAME/ADDRESS POLICY (#820)

PURPOSE:

To ensure accurate contact information and student records.

POLICY:

The Office of Educational Services (OES) must be notified of any change of name, address, or other student contact information as soon as change occurs.

PROCEDURE:

Student:

- Notifies the OES regarding a change of name or mailing/e-mail address as soon as change occurs
- Obtains "Change of Name and/or Address" form from the OES or the College website
- Submits completed form to OES
- Submits copy of supporting documentation (name change only).

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.

SECURITY AND SAFETY ORIENTATION

SECURITY AND SAFETY AWARENESS ORIENTATION

All newly enrolled students attend a Safety and Security Awareness Orientation class, which is presented by designated facility Safety Officers/Los Angeles Sheriff's Department (LASD). The class is scheduled by the Dean, Administrative and Student Services. Students will be advised of class time and location.

Students must complete fire and safety orientation for assigned clinical sites. Students will not be excused from nursing program classes to attend a fire and safety class at another facility. Students who have not completed the Safety Orientation class within two weeks of orientation are not permitted in the clinical area.

Should a new student not be able to attend or complete the Safety Orientation class, it is the student's responsibility to follow-up with the Dean, Administrative and Student Services to reschedule the class.

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
- 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 weekends 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
- 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.

Students must surrender their badges to the OES as part of the checkout procedure.

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 9-5911). 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 or push the panic button)
- College Security (main building front desk)
- Other faculty, staff, and students
 - Page via telephone system
 - Press 62165 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:

- Safety of Life:**
1. Remove anyone from immediate danger
 2. Close all windows and doors (if safe to do so).

- 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.

- Eight 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 Sheriff'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.

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.

Students are required to obtain an annual health clearance, including TB clearance, from Employee Health.

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

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 students 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 in the College Catalog. 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 gives 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.

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:

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 for notifying Semester coordinators each semester, in writing with a letter provided by the Director, OES.

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 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.

The ADA Compliance Policy and the Grievance Hearing Coordinator contact information are published in the College Catalog.

PROCEDURE:

Dean, SON appoints annually:

- ADA Compliance Coordinator
- One faculty member 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
- Provides timeline for submitting any additional requested documentation
- Requests accommodation each semester by providing semester/program coordinator with an ADA letter explaining accommodations from the Director, OES, if determined reasonable by the ADA Compliance Committee prior to start of each semester or as needed during the semester.

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 three days of receiving request
- Informs the student of the Committee's decision and provides a letter stating the approved accommodations if indicated within three days of receiving decision.

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 and conducts meeting within one week of receiving request for accommodations from the Director, OES
- Provides information and resources regarding accommodations to the ADA Compliance Committee
- Informs Director, OES of Committee's 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 accommodations to the Director, 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 each semester or as needed during the semester

All days are business days 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 didactic 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 require 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.]

Hospitalization

Students who are hospitalized in the Medical Center are subject to all hospital and nursing policies governing patients. Visitors, including other students, family, and friends are to abide by the regular hospital rules concerning visiting hours.

Illness Reporting

Students, who are not able to report for an activity at the scheduled time, are responsible for informing the instructor. Refer to College Illness/Injury policy and SON Attendance of Clinical Courses policy.

Absences due to illness for three days or more will require a physician's release. NOTE: An illness of less than three days that requires hospitalization or asthma attacks, drug reactions, etc. will also require a physician's release.

The instructor is to be contacted within twenty-four hours of return from the absence to plan for meeting course objectives.

Students who have activity restrictions, as a result of illness or accidents, are referred to the Dean, School of Nursing or designee regarding attendance for clinical learning experiences.

Students who require crutches as the result of an accident or illness may not attend clinical sessions that require direct patient contact. Students with casts, etc. will be evaluated by the Dean, School of Nursing or designee on an individual basis regarding clinical session attendance.

Pregnancy

Once pregnancy is confirmed, a student is expected to provide a written certification from a physician verifying that the student is medically able to perform the duties required for enrollment in the School, with no risk to herself, patients or the institution.

Confirmation from a physician of expected date of delivery is required.

The nursing student is to be cared for and observed by her private physician throughout her pregnancy.

A written certification of clearance from the private physician is required at the fifth month of gestation. This clearance is to state permission to continue classes and clinical "WITHOUT RESTRICTION" (e.g., activity, lifting, standing).

After delivery, the student is to obtain a written clearance from her physician before returning to School.

Research Subjects

Students may not be subjects for the purpose of Research unless authorized by the Dean, School of Nursing.

ILLNESS OR INJURY POLICY (#521)

PURPOSE:

To provide guidelines for reporting medical emergencies and obtaining treatment.

POLICY:

Emergency services are available for medical emergencies or injuries such as falls, exposure to infectious/communicable disease or patient body fluids (e.g.: needle sticks).

College employees shall assist ill or injured individuals to obtain emergency care.

Individuals have the right to refuse services and will then be responsible for contacting their personal physician.

Needle sticks and blood borne pathogen/communicable disease exposures are referred to Employee Health Services (EHS) or to the Emergency Department (ED) if EHS is closed.

Conditions that are unstable or threatening to life/limb are referred to emergency care.

PROCEDURE:

All Illnesses/Injuries

The student immediately informs the instructor/supervisor of the illness, injury, or accident.

The instructor/supervisor:

- Assesses the individual to determine the need for medical treatment
 - Calls 911 for medical emergencies or injuries occurring on the college campus as needed
 - Follows facility/clinical area procedures for injuries such as needle sticks, blood borne pathogen, or hazardous material exposure that occur in the clinical area
 - LAC+USC: Notifies EHS [(323) 409-5236] of impending employee/student arrival and condition
- Blood borne pathogen exposure:
- Confirms that EHS physician is available to administer antiviral treatment
 - If no physician available, 1) Requests EHS work up & 2) Contacts ED Nurse Manager and makes arrangements for antiviral treatment.
- Obtains escort for ill or injured individual to ED/EHS/MPN ITC medical provider if indicated
 - Arranges for supervision of remaining students, if indicate

- Directs students with non-life/limb threatening injuries or who refuse emergency (911) services to see their personal health care provider and documents refusal on the Safety Intelligence (SI) Event Report
- Reports medical emergencies immediately to:
 - College/divisional administration
 - Facility clinical area supervisor if incident occurred in clinical area
- Completes the SI Event Report for injuries to visitors and students
Available on the LAC+USC Network Intranet site: SI Online Event and Near Miss Reporting
- Directs student/employee to provide written physician clearance to the OES prior to returning to school if indicated.

IMPAIRED NURSING STUDENT

Students need to be aware that in addition to criminal and civil censure, the abuse of drugs, alcoholic beverages, or other chemicals can prevent them from being licensed.

The Los Angeles County College of Nursing and Allied Health agrees with the premises held by the California Board of Registered Nursing (BRN) regarding nursing students impaired by alcoholism, drug abuse, and emotional illness. (Guidelines adopted by the BRN in 1984, revised in 2010).

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.

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

PROCEDURE

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 / Performance Unit for Reasonable Suspicion
- Students – Refer to Student Handbook: Impaired Student Guidelines.

BRN Guidelines For Schools Of Nursing In Handling Nursing Students Impaired By Chemical Dependency Or Mental Illness

BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof.

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established a diversion program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions.

Nursing Programs Are Expected To:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student's conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students
- Handle the matter confidentially.

Students Are Expected To:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program
- Show evidence of rehabilitation when submitting their application for licensure.

IMPAIRED STUDENT POLICY (#561)

PURPOSE:

To delineate the College's role for managing students suspected of being impaired by chemical dependency/mental illness.

DEFINITION:

An impaired student is one whose substance abuse/mental illness manifests behaviors that pose a threat or immediate danger to self or others.

POLICY:

School of Nursing (SON) students are provided with information related to chemical dependency and mental illness as part of new student orientation.

The College is responsible for:

- Identifying students who show signs of suspected chemical dependency or mental illness
- Directing those students to seek healthcare assistance.

Instructors have the responsibility and authority to take immediate corrective action for the behavior of a suspected impaired student.

Students may be removed from the College/classroom/clinical setting as indicated.

Students may not return to College/classroom/clinical setting until deemed medically safe.

Students are required to:

- Seek diagnosis and treatment for chemical dependency/mental illness
- Provide evidence of treatment/rehabilitation and readiness to resume the programs/courses
LA County employees enrolled in College courses adhere to Department of Health Services and LAC+USC Medical Center policy.

Information regarding student illness, including chemical dependency/mental illness will be maintained in confidence except as necessary to protect the safety of others or as part of the disciplinary process.

PROCEDURE

Director, Office of Educational Services:

- Provides student with information regarding resources for diagnosis, rehabilitation, and treatment
- Advises the student of due process and potential impact on licensure as indicated

SON students provide proof of treatment and readiness to resume studies to Dean, Administrative and Student Services prior to being allowed to return to the program.

ACADEMIC PROGRESSION POLICIES

ACADEMIC WARNING NOTIFICATION POLICY (#420)

PURPOSE:

To provide advisement to students whose academic or clinical status is below the established/accepted/required standard.

POLICY:

Students are placed on academic warning when their course grade average is below 70% at course midterm and/or clinical course performance is unsatisfactory.

Students on academic warning and receiving Veteran Affairs (VA) benefits will be on probationary period for one month. If during the next month the student's course grade average is still below 70% and/or clinical performance is unsatisfactory, the VA benefits will be interrupted and the VA will be notified.

PROCEDURE:

The Instructor:

- Makes an appointment to see student regarding status within the course
- Completes the Academic Warning Notice form and discusses:
 - Problem
 - Reasons for placement on warning
 - Course average below 70%
 - Unsatisfactory clinical performance
 - Required action(s)
 - Student's plan to achieve success
 - Instructor's plan to assist student
- Obtains student and instructor signature on form
- Provides student with a copy of the signed "Academic Warning Notice" form
- Places student on Student Status Report
- Follows up according to plan with instructor and student.
- Completes disposition section of the Academic Warning Notice form at completion of the course and submits to the OES for student file.

Student:

- Follows up instructor(s) discuss plan for success
- Submits plan to achieve success
- Signs Academic Warning Notice form.

ACADEMIC FAILURE, DISMISSAL, AND WITHDRAWAL POLICY (#820)

PURPOSE:

To define academic failure, dismissal, and withdrawal and the process for notification and counseling.

POLICY:

The basic nursing program, including corequisites, must be completed within seven consecutive semesters from the student's initial date of admission to the School of Nursing (SON).

LVN to RN advanced placement students must complete the program, including corequisites, within five consecutive semesters from the LVN student's initial date of admission to the SON.

EXCEPTION: Approved Leave of Absence or Military Leave

Students who have not met the standards for advancement will have a change of class status.

Academic Failure

Occurs when a student:

- Fails to achieve a minimum grade of "C" in a nursing theory course or Credit "Cr" in a clinical course
- Fails to satisfy conditions for removal of an incomplete course within one year of notification of incomplete
- Withdraws failing from a course after mid-term.

Students who fail a nursing course are provided with guidance counseling and a remediation plan as indicated.

Dismissal

Students will be dismissed from the program for:

- Professional misconduct
- Failure to pass the Drug Dosage Calculation Competency twice a semester and again twice in the subsequent repeated semester
- Two nursing course failures
- Inability to complete all graduation requirements within the allotted semesters
- Unapproved absence or failure to enroll or to return from approved leave.

Withdrawal (W)

Students must officially withdraw. Failure to withdraw in accordance with procedure may result in the College not honoring requests for information, transcripts, letters of recommendation, or readmission.

Students who withdraw from a course during a semester will be academically withdrawn from all remaining courses in that semester.

There is a maximum limit of two semester withdrawals throughout the program.

Students who withdraw prior to mid-term will receive a grade of withdrawal.

“W” is entered on the transcript.

Withdrawal Passing/Withdrawal Failing (WP/WF)

Students who withdraw from any nursing course after mid-term will receive a grade of withdrawal passing “WP” or withdrawal failing “WF”.

“WP” or “WF” is entered on the transcript.

“WF” is a failing grade.

Administrative Withdrawal (AW)

All nursing courses within a semester must be taken concurrently. A failure or withdrawal from a course will result in an “AW” in the remaining semester nursing courses.

Students who fail Drug Dosage Calculation Competency are not eligible to continue in any clinical course and are academically withdrawn from all courses.

“AW” is entered on the transcript.

Military Withdrawal (MW)

Students who are members of an active or reserve military unit and who receive orders requiring withdrawal from courses will have “MW” entered on the transcript.

“MW” is exempt from the two withdrawal limit.

Leave of Absence (LOA)

Students may file a written petition requesting LOA due to extenuating circumstances, which include, but are not limited to a) medical reasons such as pregnancy, major illness, or other health related circumstances or b) financial reasons. The student must be in good academic standing to qualify.

The petition is to be submitted for approval prior to the period of absence. Evaluation of the request for leave will take into consideration reasons for the leave and plans for returning.

Only one LOA, for no longer than one semester, will be granted during the program.

A student who is granted LOA is not required to file an application for readmission provided he/she returns as specified on the approved petition. The student is to submit a letter confirming his/her return four weeks prior to returning.

Students who do not return by the approved date are administratively withdrawn from the program and must submit an application for readmission. Readmission will be on a space available basis.

Determination of Withdrawal Dates

Withdrawal dates are determined by the College to be the last date of academic attendance according to date of:

- Official written resignation documented on Exit Interview with the Director, Office of Educational Services if withdrawn from program
- Last class/activity/clinical according to theory and clinical attendance rosters if no notification given by student or if a student on an approved leave of absence does not return
- Withdrawal on Student Status Report.

PROCEDURE:

Student:

- Notifies the instructor of intention to withdraw from a course
- Completes exit interview with Director, Office of Educational Services (OES)/designee
- Completes checkout process as directed.

Program Withdrawal/Dismissal

Student:

- Notifies the instructor of intention to withdraw from the program
- Completes exit interview with Director, OES/designee/Dean, Institutional Effectiveness, Research, and Planning (IERP)
- Completes checkout process as directed.

CONTINUING STUDENT STATUS

Continuing student status will be maintained when a student has satisfactorily completed the sequence of courses (nursing and general education) as identified in the curriculum plan and is eligible for enrollment in the next nursing course. The basic nursing program must be completed within seven semesters of the initial enrollment date. LVN to RN advanced placement students who have successfully completed N125 must complete the program within five semesters.

Students who have not completed prerequisite general education course requirements for progression to the next nursing course in the sequence or who need to repeat a course (nursing or general education) may file a written petition requesting continuing student status for one semester. Information about filing a written petition may be obtained from the, Director, OES.

If the next nursing course in the sequence is not being offered immediately, the student will be considered a continuing student. The student retains eligibility as a continuing student providing he/she enrolls in the next course the first time it is offered and space is available.

Students who do not enroll in the next course in the sequence are to submit an application for readmission. Readmission will be on a space available basis and will fall under the guidelines for readmission.

PETITION FOR WAIVER OF COLLEGE POLICIES AND REGULATIONS

Policies and regulations have been adopted by faculty, staff, administration, and the Board of Trustees to maintain academic standards and facilitate administration of the College and its educational programs. Students who believe that extenuating circumstances may justify the waiver of a College policy or requirement may file a petition with the Director, OES. Consideration of petitions will be undertaken by the relevant School of Nursing committee. See College catalog: Student Grievances

Rules and regulations of the California Board of Registered Nursing or other county, state, or federal laws and regulations are not subject to waiver.

READMISSION

A student, who has resigned from the College for any reason, is to apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. The required readmission procedures are to be completed prior to enrollment.

Applications for readmission will be evaluated on an individual basis and need to be filed at least one semester in advance of desired re-entry unless special arrangements have been noted on exit interview. An application for readmission **WILL NOT** be accepted until the student has completed the exit procedure.

Students, who apply for readmission after three years of leaving the program or if there have been major curriculum changes during that time, will be awarded credit on an individual basis. Other stipulations may be required.

The applicant will be considered for readmission once a **WRITTEN** clearance from the LAC + USC Medical Center Department of Financial Management has been obtained and submitted to the Office of Educational Services.

Students who have been accepted for readmission will re-enter the program at a time compatible with School scheduling, class space, and any other circumstances affecting class size. The student is to comply with all existing regulations.

Students who are accepted are to have satisfactory health status as determined by a physician.

TRANSFER STUDENTS POLICY (#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 to accept invitation for admission via email or mail
- Sends pre-registration session dates to accepted applicants.

Accepted applicant:

- Replies by email or phone call indicating intent to enroll
- Attends mandatory 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
- Meets with incoming semester coordinator to determine appropriate placement and plan for success.

TRANSITION NURSING COURSE POLICY (#711)

PURPOSE:

To provide students a course which facilitates entry/re-entry into the School of Nursing (SON)

POLICY:

The Transition Nursing 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:

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 (#721)**

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.

TRANSFER TO ANOTHER SCHOOL OF NURSING

The requirements for transfer to another nursing program are:

The student will:

- Submit a letter to the Dean, School of Nursing about intention to transfer to another program
- Submit a written request for the records and information required by the transfer program and allow at least two weeks for the processing of the request
- Schedule an appointment with the Director, OES to complete the checkout procedure.

ACADEMIC PROGRAM POLICIES

ACADEMIC HONESTY & PROFESSIONAL CONDUCT (CONAH 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 judgements, 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 and professional conduct are essential to ensure due process and fair and equal treatment for all faculty and students.

Academic honesty and professional conduct are mutual responsibilities of both faculty and students.

Faculty, staff, and students will be oriented to the definition of academic dishonesty 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
- Participating in acts of dishonesty
- Misrepresentation of the completion of clinical skills
- Falsification of documents
- Misuse/stealing of supplies/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 and/or posting

Academic dishonesty will result in 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.

PROCEDURE:

Faculty review and obtain student signature on Academic Honesty and Professional Conduct - Student Agreement form upon admission to School of Nursing (SON).

Employees and students report:

- Employee professional misconduct to employee's supervisor/College administrator.
- Student professional misconduct semester coordinator.

AWARD 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 objectives.

- 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 on 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.

PROCEDURE:

Faculty:

- Validate student competency in meeting course/class objectives and student learning outcomes.

- Award grades in accordance with grading policies.

College policies standardize methods for assigning student grades.

GRADING SYSTEM (SON POLICY #300)

PURPOSE:

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

DEFINITION:

EVALUATIVE AND NONEVALUATIVE GRADING

Cr Credit

Cr is entered on the transcript to indicate that the student satisfactorily met the course requirements. This symbol is used for College clinical nursing and elective courses.

NC No Credit

NC is entered on the transcript to indicate that the student failed to meet the course requirements. This symbol, which indicates unsatisfactory achievement, is used for College clinical nursing and elective courses.

IN Incomplete

IN will be entered on the transcript when a definable portion of the course or clinical work has not been completed. An incomplete indicates that there is still a possibility of receiving credit upon completion of the course work.

EX and CE Credit by Exemption and Credit by Challenge Examination

EX (credit by exemption) is entered on the transcript for students who receive credit for prior education or work experience. CE is entered for exemption by examination. EX and CE are not computed into the semester or cumulative GPA.

WV Waiver

Indicates student was granted a waiver of a course requirement.

AW Administrative Withdrawal

AW is used for students who 1) fail the Drug Dosage Calculation Competency or 2) withdraw from/ or fail either a theory course and are therefore administratively withdrawn from all courses. AW is not a disciplinary action.

W Withdrawal

Students, who officially withdraw from any nursing course prior to midterm of the course, will receive a "W" on their transcript.

W/P and W/F Withdrawal Passing and Withdrawal Failing

WP or WF will be entered on the transcript for students who withdraw from any nursing course after midterm to indicate whether they withdraw passing (W/P) or withdraw failing (W/F). Withdrawal failing will count as an academic failure for purposes of readmission

MW Military Withdrawal

MW is entered on the transcript for students who are members of active or reserve military service and receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade “MW” may be assigned. The MW will in no way adversely affect a student’s academic record and is not counted in the pace of completion or GPA calculations.

RD Reporting Delay

RD is used when there is a delay in reporting grades beyond the control of the student. It is a temporary notation and is not considered in the grade point average.

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 unforeseeable emergencies and justifiable reasons
- Students may progress in the program when the “incomplete” grade is resolved and a passing final grade earned
- Incomplete grades may be made up no later than 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 “No Credit” for clinical courses.
- The “Incomplete” symbol shall not be used in calculating units attempted nor for grade points.

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 electronic student record, student mailbox, or by mail within specified time frames.

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, assignments, 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 adheres 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
A	4
B	3
C	2
D	1
F	0

Semester GPA = $\frac{\text{Total semester grade points earned}}{\text{Total nursing theory and GE course units completed during the semester}}$

Cumulative GPA = $\frac{\text{Total grade points earned for all completed courses}}{\text{Total nursing theory and GE course units completed during the program}}$

Incomplete Grade

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.

Distribution of Grades

Course instructor:

- Enters student the grade in the electronic student record within one week of exam. Students requesting grades by mail provide a self-addressed, stamped envelope.

GRADING FOR CLINICAL COURSES (#301)

PURPOSE:

To provide guidelines for grading clinical courses and for documenting 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 each course syllabus.

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(s) 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% or greater
 - 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 the posting of the final grade.

PROCEDURE:

Semester Coordinator

- 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 Academic 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 prior to the posting of the final grade.

DRUG DOSAGE CALCULATION COMPETENCY POLICY (#302)

PURPOSE:

To validate student drug dosage calculation competency

POLICY:

Students must complete a Drug Dosage Calculation Competency (DDCC) each semester with a minimum score of 85% prior to medication administration.

Students have two opportunities to successfully complete the DDCC.

Attendance at scheduled competency is mandatory and absence will result in failure of the competency.

Students who earn a score of less than 85% are scheduled for a second competency. Failure will result in administrative withdrawal from all currently enrolled courses

- Failure to pass the Drug Dosage Calculation Competency twice in one semester and twice again in the subsequent repeated semester will result in dismissal from the program.

Students have the option to use an-approved calculator during the DDCC.

The calculator:

- Must be pre-approved by the Semester Coordinator or faculty designee
- Should only have addition, subtraction, multiplication, division, percentage, and simple memory functions
- May not be shared during the DDCC.

Calculators that are a part of another electronic device (e.g. cellular phone, watches, portable digital assistants (PDA), notebook computer, scientific calculators etc.) are prohibited. Use of unauthorized calculators will result in disciplinary action on grounds of academic dishonesty.

The competency test periods are as follows:

- First week of course: Transition Course, Semesters 2, 3, and 4
- Third week of course: Semester 1.

Each competency consists of 20 questions and 80 minutes is allotted for the test.

DDCC test items generated by the semester faculty must be reviewed and approved by the Content Experts Committee.

PROCEDURE:

Faculty in each semester course:

- Review and approve DDCC test items prior to placement in ParTest.
- Input all DDCC test items into the ParTest.

Student submits a simple calculator (labeled with the student's name) to the Semester Coordinator or faculty designee prior to the start of the DDCC.

The Semester Coordinator or faculty designee:

- Examines the calculator and returns the approved calculator to the student at prior to the scheduled DDCC
- Notifies and counsels the student after the first failure of the DDCC
- Provides the student an opportunity to remediate with faculty
- Develops a DDCC Remediation Plan in collaboration with the student
- Schedules the second DDCC outside clinical/class time within two weeks after notification of failure of the first DDCC.

The Semester Coordinator:

- Meets with students after failure of the second DDCC
- Refers student to Dean of Administrative and Student Services.

The course instructor enters pass/fail grade on "Permanent Grade Report – Clinical Courses" form.

TEST REVIEW POLICY (#220)

PURPOSE:

To provide students an opportunity for individual learning by reviewing and clarifying tested concepts.

POLICY:

Students are provided the opportunity to review test results individually or in a group of no more than three students.

Test reviews will only be provided for two weeks after test results are given to students.

The date and time of the test review will be subject to course faculty availability.

The security of test materials during a review is maintained at all times.

Student violation of test security is a breach of Policy #201: Academic Honesty and Professional Conduct.

Graded scantrons are the property of the course faculty and are available within the specified test review period for students' review upon request.

PROCEDURE:

Student(s):

- Request a test review from clinical instructors or faculty designee
- Are allowed to have a test booklet and their grade slip only with them during the test review
- Comply with test security as follows:
 - Students may not at any time take notes, tape record, videotape, take pictures of or duplicate any tests or quizzes in any manner. Student(s) may not operate cell phone cameras, copying pens, or other equipment for duplication/recording of any material during test/quiz review at any time.

Faculty:

- Schedules a test review with the student(s)
- Conducts review with student(s)
- Ensures test security is maintained at all times
- Refers any student(s) who violate(s) these instructions to administration with a recommendation for dismissal from the School of Nursing.

MAKE-UP EXAMINATION POLICY (#810)

PURPOSE:

To provide students with a one-time opportunity to complete a make-up examination should an absence(s) occur

POLICY:

Students who miss an exam for any reason may take a make-up exam.

- Ten percent will be deducted from the total points of each make-up exam
- Students may grieve the 10% deduction if they believe extenuating circumstances caused them to miss the scheduled exam.
- Extenuating circumstances will be evaluated on a case by case basis.

Students who miss a quiz may not take a make-up quiz and a grade of zero will be assigned for that quiz.

A grade of zero will be assigned for the missed exam if the student:

- Fails to contact the semester coordinator/designee within designated time frames
- Misses the scheduled make-up exam
- Arrives after another student taking the exam has completed and left the room.

PROCEDURE:

Students who miss an exam must contact their semester coordinator/designee regarding a make-up exam within 24 hours of their return from their absence or within one week of the scheduled exam, whichever comes first.

Test item developer(s):

- Creates the makeup exam questions based on instructional objectives
- Utilizes a variety of formats.

The semester coordinator/designee:

- Schedules the make-up exam with the student(s) not later than two weeks after the initial exam
- Provides the student(s) with written notification of the date, time, and place of the exam.

COURSE ATTENDANCE POLICY (#210)

PURPOSE:

To delineate the attendance standards for students in all courses

POLICY:

Students are expected to attend all course meetings.

Punctuality is expected throughout the program.

Students that reach maximum allowed absences are issued Clinical or Course Attendance Notification.

Theory Courses

Students will be subject to disciplinary action/dismissal for:

- failure to attend the first meeting of a course, unless prior arrangements have been made with the semester coordinator/designee.
- cumulative course absences in a semester, which exceed:

10-18 week course	Attendance notification at 2 nd absence.	0.5 point deduction from student's total course grade for each absence after 2 nd absence.
≤ 9 week course	Attendance notification at 1 st absence.	0.5 point deduction from student's total course grade for each absence after 1 st absence.

A tardy for a theory course is considered an absence.

Once the allowable number of absences have occurred, any unforeseen circumstances with supporting documentation to justify/excuse the absence will be evaluated by the semester coordinator and respective semester faculty on a case by case basis. Lecturing instructors do not approve/manage excused absences during lecture breaks.

Clinical Courses

Students will be subject to disciplinary action/dismissal for:

- failure to attend the first meeting of a clinical course/clinical orientation, unless they have made prior arrangements with the semester coordinator/designee
- cumulative clinical course absences in a semester, which exceed:
 - Semester 1: three days
 - Semester 2: three days: 1 in N123L; 2 in N124L (1 in each pediatric/OB rotation)
 - Semester 3: three clinical days and four hours of clinical laboratory time
 - Semester 4: three clinical days and four hours of clinical laboratory time.
- tardies that exceed three per semester
 - Arriving after the designated clinical time is considered tardy
- arriving after the first 30 minutes of the clinical shift. This is considered an absence and the student will be dismissed from clinical for the day
- failure to notify the clinical area or the instructor of absence(s) prior to the start of the clinical day. This is considered a “No Call – No Show”.

PROCEDURE:

The Semester Coordinator/designee reviews the attendance policy for each course during the first class meeting.

Theory Courses

The instructor:

- provides attendance roster before start of course meeting
- collects attendance roster at start of lecture
- documents attendance in electronic student record.

The student:

- signs the attendance roster before start of lecture

Clinical Courses

The clinical instructor:

- keeps a record of all clinical absences and tardies
- documents absences/tardies on the student Clinical Performance Evaluation Summary
- completes and issues a Clinical Attendance Notification to students who are in jeopardy of exceeding the tardy/absence limitations
 - attaches the Clinical Attendance Notification as applicable to the Clinical Performance Evaluation Summary.

The student:

- notifies the Semester Coordinator of intent to miss the first class meeting/clinical orientation day
- notifies the clinical instructor/clinical staff of absence/tardy prior to the start of the clinical day
- contacts the College via telephone/email, if unable to notify the instructor or clinical unit
- obtains the name of the individual who took the message.

COURSE, INSTRUCTOR, AND PROGRAM EVALUATION

Collection of data, which allows for evaluation of each facet of the School of Nursing, is vital to improvement of the educational program.

Course Evaluation

Course Evaluation Surveys are distributed at the end of each nursing course. The faculty believe that the teaching-learning process is a shared responsibility and that evaluation of the process should include evaluation of teaching as well as learning. Students are provided the opportunity to share opinions about the teaching effectiveness of the instructors. The surveys are distributed to students for completion.

Clinical Area Evaluation

Clinical Area Evaluation Surveys are distributed at the end of each clinical course taught within the School of Nursing. The surveys are distributed to students for completion.

Program Evaluation

Completion of the Program Evaluation Survey is part of the graduate check out procedure for students who graduate or complete the program.

Graduate Follow-Up

The Graduate Follow-Up Survey is conducted approximately one year following graduation. The survey is sent to the graduates and employers.

GRADUATION/POST GRADUATION

GRADUATION ELIGIBILITY

Graduation eligibility requirements include the following:

- A minimum grade of "C" in nursing theory and general education courses.
- Credit ("Cr") in all clinical nursing courses
- Minimum of two semesters in the program to include Semester 4
- All official transcripts for course work taken at another institution are on file in the Office of Educational Services
- All financial obligations are met:
 - An exit interview with the Department of Financial Management, LAC+USC Medical Center is mandatory for all graduating seniors who hold loans administered by the School of Nursing. This interview is to be completed before graduation.
- Clearance from the Department of Financial Management, LAC+USC Medical Center and the Office of Financial Aid, School of Nursing
- All short term loans are payable in full prior to graduation
- Photo identification badge returned to the Office of Educational Services
- Exit checklist submitted.

Students who fail to comply with the above are not eligible to graduate and will not receive a diploma or release of transcripts. (Licensed Vocational Nurses who complete the Thirty Unit Option (Option II) are not considered graduates of the School of Nursing).

GRADUATION AND AWARDS POLICY (#850)

PURPOSE:

To describe criteria and the selection process for graduation, awards, and honors

POLICY:

Students are eligible for graduation upon successful completion of all courses specified in the curriculum plan. Advanced placement students who complete LVN Option II (30-unit option) are non-graduates and are not eligible for awards.

Students who receive academic awards are recognized as "graduating with honors" at the graduation ceremony and are acknowledged on the graduation program.

Graduation ceremony is held twice a year at the completion of the Spring and Fall semesters. Award ceremony is held twice a year at the completion of the Spring and Fall semesters.

Academic Awards

Students enrolled in the basic RN program are eligible for the Lifetime Dean's List.

Academic awards are determined by academic achievement:

- Dean's List – Students who earn a grade point average (GPA) of 3.0 or above in at least ten units per semester are placed on the Dean's list
- Lifetime Dean's List – Students who are on the Dean's list for three semesters become Lifetime members - Recipient of the Gold cord.
- Philathian Honor Society – Awarded to students who earn a cumulative GPA of 3.25 or above in courses completed during the School of Nursing (SON) program. Recipient of the Gold cord and Philathian Honor Society pin.
- Academic Distinction – Awarded to students who have a cumulative GPA of 3.75 or above at the end of the program. Recipient of the Gold cord and the Gold stole.

Faculty Achievement Awards

Faculty Achievement award recipients are selected by established criteria. The student meeting the highest criteria will receive the award. In the event of a tie more than one student may be eligible to receive the award

- Scholastic Achievement – Awarded to the student(s) with highest cumulative GPA during the nursing program and who meet the following:
 - Grade of "B" or above
 - Carried a minimum of 40 units in the basic RN program or 24 units in the advanced placement LVN-RN Option I (Career Mobility).
- Clinical Distinction – Awarded to the student(s) who best demonstrate(s) the following:
 - Grade of credit (satisfactory) in all clinical courses without warning status
 - Documented clinical excellence throughout the nursing program
 - Patient focused care and effective use of the nursing process
 - Consistent high quality care that was organized, prioritized and ensured patient safety
 - Patient teaching that included effective self-care and recognition of early signs and symptoms that may require medical intervention
 - Strong correlation of theory with clinical practice and ability to integrate physiological, psychological, sociocultural, developmental and spiritual variables
 - Effective communication with patients, visitors, and hospital personnel
 - Effective member of the healthcare team
 - Self-directed and sought help in new and unusual situations
 - Adaptable, flexible and able to manage time effectively
 - Professional appearance and demeanor.
- Service to the School – Awarded to the student(s) who demonstrated leadership qualities, professionalism, and integrity and participated in two or more College/SON activities:
 - Served as Associated Student Body (ASB)/Class officer or member of class/SON committee
 - Participated in and regularly attended College/SON/ASB/class activities and meetings
 - Assisted in College/SON ceremonial events
 - Represented the College/SON on special occasions or at special activities.
- Excellence in Nursing Theory and Clinical – Awarded to the student(s) who achieved:
 - Cumulative GPA of 3.5 or above in the nursing program
 - Scholastic achievement criteria as stated above

- Clinical distinction criteria as stated above.

Other Awards

Other awards are determined and presented by the sponsoring individuals/organizations:

- Annie M. Yates Scholarship
 - Alumni Association award
 - Awarded to the student based on scholastic achievement, clinical achievement, participation in school activities, and a plan for continuing education in the field of nursing.
- Carol Kelly Memorial Scholarship Award
 - Determined by SON faculty and Alumni Association
 - Awarded to the student who demonstrate qualities represented by C. Kelly.

PROCEDURE:

Academic Awards

Office manager / OES designee:

- Prepares letter from SON, Dean notifying students of their recognition on the Dean's List
- Submits list of names of students who qualify for the Dean's List to Financial Aid Coordinator within two weeks following the end of the semester
- Provides list of names and cumulative GPAs of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to Office Manager as soon as 4th Semester grades are posted
- Creates academic award certificates and obtains necessary signatures a minimum of two days prior to the Awards Ceremony
- Indicates award winners on Graduation program.
- Provides list of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to SON Dean and Provost a minimum of four days prior to the Awards Ceremony.

Financial Aid Coordinator:

- Notifies students who qualify for the Dean's List of their eligibility for scholarships.

Director, OES:

- Provides list of students who qualify for Lifetime Dean's List, Philathian Honor Society, and Academic Distinction to SON Dean and Provost a minimum of four days prior to the Awards Ceremony.

Dean, SON:

- Recognizes academic award recipients at the Awards Ceremony.

Faculty Achievement Awards

Semester faculty submits names of potential award recipients to Admissions & Promotion Committee at the end of each semester utilizing the Faculty Achievement Award Nomination Form.

Director, OES:

- Provides the name of a student with the highest GPA to Admissions/Promotions Committee as soon as grades are posted
- Creates Faculty Achievement award certificates and obtains necessary signatures a minimum of two days prior to the Awards Ceremony
- Indicates award winners on Graduation program.

Admissions/Promotions Committee/designee:

- Solicits and compiles faculty nominations for Faculty Achievement awards
- Requests student file and transcript from student clerk
- Selects student awardees a minimum of four weeks prior to the Awards Ceremony
- Obtains approval from the Dean, SON
- Notifies the Director, OES of award winners a minimum of four weeks prior to Awards Ceremony.

Admissions/Promotions Committee designee presents Faculty Achievement awards at Awards Ceremony.

Other Awards

Alumni Association faculty representative informs students of Annie M. Yates and Carol Kelly scholarship criteria and application procedure a minimum of six weeks prior to the end of the semester.

Students submit application for Annie M. Yates scholarship to Alumni Association representative within specified time frame. Faculty nominates student for the Carol Kelly Scholarship award.

Alumni Association designee:

- Requests cumulative GPAs and applicant files a minimum of four weeks prior to the Awards Ceremony
- Presents Alumni Association awards at Awards Ceremony.

Director, OES:

- Submits cumulative GPAs of students to Alumni Association when requested
- Indicates award winners on Graduation program.

TRANSCRIPT AND ENROLLMENT VERIFICATION REQUESTS POLICY (#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 (electronically or in-person)
- Time stamps form and places it in the student communication basket in the College Administration Building, Room 123
- Submits attachments if indicated.

TRANSFER TO BSN/MSN PROGRAMS

Admission requirements will vary and are listed in the college or university catalogs. Transfer of credit for the general education and nursing courses will be dependent upon the discretion of the college or university.

EMPLOYMENT OPPORTUNITIES

For inquiries regarding employment, call:

- Nursing Recruitment and Retention Center, LAC+USC Medical Center, (323) 409-4664
- Nurse Recruitment Office, Olive View-UCLA Medical Center, (818) 364-3317
- Nurse Recruitment Office, Harbor-UCLA Medical Center, (310) 222-2512
- Nurse Recruitment Office, Rancho Los Amigos National Rehabilitation Center, (562) 401-7911

STUDENT RIGHTS AND RESPONSIBILITIES

NURSING STUDENT BILL OF RIGHTS

The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students exercise their freedom with responsibility as defined by College policy.

As citizens and members of an academic community, students are subject to the obligations that are acquired by virtue of this membership and should enjoy the same freedom of citizenship.

- Students shall be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for knowledge.
- The College has established policies and procedures that provide and safeguard students' freedom to learn.
- Students shall be free to take reasoned exception, in an informed, professional manner to the data or views offered in any course of study and to reserve judgment about matters of opinion, but students are responsible for learning the content of any enrolled course of study.
- Students are responsible for maintaining the standards of academic performance established of each course and shall have protection through orderly procedures against prejudiced or capricious academic evaluation.
- Information about students' views, beliefs, political associations, sexual orientation, and personal information which course instructors acquire, is considered confidential and not released without the knowledge or consent of the student.
- The student shall have the right to a responsible voice in the determination of the curriculum and admission/graduation through representation on the College Governance and the School of Nursing Curriculum, Admissions/Promotions and/or Grievance Committees and by providing input on the course evaluations.
- The College shall have a policy regarding the information contained in students' permanent educational record, and the conditions of disclosure of such records.
- The student body shall have clearly defined means to participate in the formation and application of School policy affecting academic and student affairs.
- The College has an obligation to clarify those standards of behavior that it considers essential to its educational mission and community life.
- Disciplinary proceedings shall be instituted for violations of the established standards of conduct formulated with student participation and published in advance in the College catalog. It is the responsibility of the student to know these standards of conduct.

- Adequate safety precautions shall be provided by the College and stated in the College Catalog.
- Students shall have the right to review and discuss the grading system with the course instructor for clarification.

Reference:

National Student Nurses Association: Bill of Rights and Responsibilities for Students of Nursing (2017)

STUDENT RIGHTS - RELIGION/BELIEF SYSTEMS (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 semester coordinator at the beginning of the semester when they receive their schedule.

STUDENT RESPONSIBILITIES

When students enter the School of Nursing (SON), they make a commitment to a profession that provides service to others. This commitment requires an accompanying set of responsibilities. When students fulfill their responsibilities, their rights are assured.

When students and faculty share responsibility for the educational process, the quality of the learning experience and the effectiveness of teaching are both strengthened.

Governance

Knowing and using correct lines of authority and communication.

Participation on committees of the Associated Student Body (ASB) and/or on the faculty committees by:

- Attendance at meetings
- Sharing views and information
- Reporting back to classmates and other appropriate groups
- Gathering data and presenting reasons for positions taken and requests presented
- Serving as spokesperson for the total student group, individuals, and/or small interest groups
- Actively participating in developing channels for receipt of views and grievances and facilitating effective communication.

Participating in the periodic review of admission and promotion, graduation, curriculum, and grievance policies.

Maintaining confidentiality where appropriate and indicated.

Utilizing organized committees within the College and SON to communicate ideas and diverse views.

Educational Program

Participation in the development of the educational program by:

- Having representation at all scheduled meetings
- Preparing to make contributions to the meetings
- Polling the student body for views, comments, reactions, and suggestions
- Sharing in deliberations and decision making
- Following through on assignments regarding curriculum activities.

Self-direction in the educational program by:

- Attending classes and clinical experiences
- Accomplishing class and clinical assignments on time
- Preparing for classes and skills/computer laboratory
- Taking advantage of all learning opportunities
- Sharing learning experiences with peers
- Seeking out new learning experiences with varying degrees of independence
- Correlating new learning with previous learning
- Fostering effective relations with members of the health team
- Abiding by established policies and procedures
- Assuming responsibility for self-learning and self-development
- Finding appropriate opportunities for decision making and self-direction
- Independently preparing projects, papers, reports, and other assignments
- Maximizing learning through independent study and reading
- Maintaining a working knowledge of course requirements and expectations
- Seeking immediate assistance/consultation if experiencing difficulty in meeting course objectives or in meeting educational and SON standards.

Assessment of the educational program by participating in follow-up studies and by evaluating:

- Self in relation to stated course, level, and program objectives

- Faculty objectively in providing learning experiences
- Faculty in meeting stated course, level and program objectives
- The learning environment
- Learning resources, services, and facilities in relation to quality, suitability, and availability.

Personal Responsibilities

Keeping informed about student, professional, cultural, social and religious activities.

Participating in student, professional, cultural, social, and religious activities of choice.

Seeking appropriate assistance for financial aid and follow-through with commitments.

Seeking appropriate assistance for academic and personal concerns by utilizing faculty, counseling, guidance, and health services.

Participating in the development, reading, and circulation of SON and ASB publications and notices.

Maintaining an active email account avoiding explicit/offensive usernames.

Protecting institutional and school property by:

- Assuring privacy
- Controlling noise
- Conserving supplies
- Disposing of waste properly
- Preventing damage and destruction
- Complying with security measures-
- Returning parking pass, mailbox key and badge(s) upon graduating, dismissal or break from program.

DRESS CODE

Established for all students to promote a positive and professional image to all medical, nursing, patients, families, and the public while representing the Los Angeles County College of Nursing and Allied Health (CONAH).

In an effort to promote a positive and professional image of CONAH, all nursing students are expected to comply with the dress code standards as outlined. Request for exceptions to the dress code standards for medical or religious accommodations will be considered on an individual basis.

It is the responsibility of the faculty to monitor student's compliance with dress code standards.

Failure to comply with the dress code standards shall result in clinical dismissal for the day and/or progressive disciplinary actions as indicated.

General Standards

Selection of the uniforms or items that bear the school emblem are at the prerogative of the student body with the approval of CONAH administration. As such, the responsibility for maintaining the uniform standard is the joint responsibility of the student body and the faculty.

Students are to be in approved uniform when in clinical and while attending designated activities outside of clinical (i.e., graduation; health fairs) that represent the College. School uniforms are not to be worn at any functions other than those designated and approved by the CONAH.

Identification badges are to be worn on pocket/above the waist of uniform or non-uniform clothing at all times while on campus or in clinical.

Undergarments – are not to be visible.

Clinical Area

Fingernails – Short (not to extend longer than ¼” beyond fingertips), and polish, if worn, must be a natural or clear color. Acrylic nails and gel nail polish are prohibited.

Hair – Neat, controlled and pulled back while in the clinical area. Plain barrettes and headbands similar to hair color may be worn, but no other hair adornment is acceptable. No bows, hairnets, or decorative hair ornaments are acceptable. Hair color must be natural looking (i.e. No purple, blue, green) and well maintained. Beards and mustaches are to be neatly trimmed.

Cosmetics – Should be appropriate for a business environment. No perfume or cologne allowed in any patient care area.

Tattoos must be concealed.

Equipment – Pencil, stethoscope, pen light, watch with the capability to measure seconds, pen with black ink (no felt tip or erasable pens), and small pocket notebook. Smart phone may be utilized in the clinical area at the discretion of the instructor.

Jewelry – Limited to:

- Earrings (any color miniature stud - one stud only per ear)
- Facial piercings are limited to one miniature stud in nose (must be clear stone or of basic metal color).
- Neck chain, if worn, must be concealed under the uniform collar and not visible
- No bracelets
- Wedding set or one simple ring

Cover-up – A navy blue uniform warm-up jacket is an optional part of the uniform. The School emblem must be worn on the left sleeve. No sweaters may be worn at the bedside. Sweatshirts are unacceptable. A navy colored long sleeved undergarment may be worn as an alternative to cover-up. It must be of matching navy color to uniform.

Shoes – Clean, impermeable, all white or all black shoes with non-skid sole. No hi-tops are to be worn.

Chewing of gum or candy is not permitted in the clinical area.





Uniform

- Regulation uniform – Navy blue top and navy blue uniform trousers or uniform dress/skirt. Skirt hem must be at the knee or below.
- School emblem - Worn on left sleeve.
- Hosiery – White or neutral with no designs. Knee-highs or socks are not to be worn with dresses. Pantyhose, knee-highs, socks may be worn with pants. Color of socks and shoes must match.
- Maternity Uniform – Navy blue maternity uniform of own choice with short sleeves may be worn with School emblem on the left sleeve.

Class Designation Insignia

The insignia identifies the student's progression in the School of Nursing and corresponds to an expected level of performance in the program. The insignia is to be worn on the right sleeve.

- Semester 1: 1 navy blue stripe
- Semester 2: 2 navy blue stripes
- Semester 3: 3 navy blue stripes
- Semester 4: 4 navy blue stripes

			
Semester 1	Semester 2	Semester 3	Semester 4

Classroom Attire

The classroom is a business environment and appropriate attire should be worn.

The following may **NOT** be worn in the clinical area:

- Jeans, Jean style pants including white jeans
- Short shorts, sweat pants, sweatshirts
- Mini-length skirts
- Backless, strapless, spaghetti straps, sleeveless, or low neck dresses/blouses

- Textured nylons or textured leggings
- Any caps or hats

Student Worker Attire

Students may not be identified as a "nursing student" while in the student worker role. If the School uniform is worn, the School emblem is to be removed, and the student worker identification badge is to be used.

Graduation Attire

Academic gowns and caps are worn by members of the graduating class during the ceremony. Academic gown and caps are not to be decorated.

AUDIO/VIDEO RECORDING – STUDENT POLICY (#760)

PURPOSE:

To delineate the purpose and process for audio/video recording of School of Nursing (SON) classes

POLICY:

The following may be used for personal study only:

- Audio recording of SON classes
- Video recording of skills lab presentation

No recording by students of the simulation experience will be permitted.

All newly enrolled students in the SON 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 and is grounds for disciplinary action up to/including dismissal from the SON. This includes selling, posting, sharing on social media or any internet sites for public use outside of the School of Nursing.

PROCEDURE:

Office of Educational Services staff:

- Obtains SON student signature on the Student Audio/Video Recording Agreement form during orientation
- Maintains the form for duration of the student's enrollment in the SON.

Student:

- Audio/video records in a manner that does not disrupt class / skills presentation at any time
- Stops recording:
 - During presentation of any copyrighted material
 - Whenever any faculty member or student requests no recording

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.

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
- Petition
- 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.

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.

The name of the Ombudsperson shall be made available to interested persons.

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

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

The **Grievance Hearing Committee** shall be comprised of faculty and students.

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 divisional Dean:

- Assigns a faculty member to function as the **Grievance Hearing Coordinator**
- Selects an Ombudsperson and alternate and submits their names to the ASB for approval
- Approves the faculty members of the Grievance Hearing Committee.

Grievance Hearing Committee Membership

The divisional Dean:

- Identifies faculty and student committee members annually
 - Eight teaching faculty members:
 - Two faculty from each semester/program
 - Recommended by the semester/program coordinators.
 - Eight student members:

- Two from each class/program
- Selected annually by each class/program.

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
- Informs Director, OES of pending petition/grievance.

Formal Resolution Petition Phase

The student:

- Contacts the Director, OES to initiate petition within two days of informal resolution
- Contacts the Grievance Coordinator
- Completes and submits Petition for Formal Resolution to Director, OES/designee within two 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 student 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 returns it immediately 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)
- Directs student to return form to Grievance Hearing Coordinator
- Notifies Grievance Hearing Coordinator of request for grievance hearing
- Notifies student of grievance panel membership
 - Discusses whether cause for disqualification exists and notifies grievance hearing coordinator

Grievance Hearing Coordinator:

- Schedules tentative time and room for preliminary hearing
 - Hearing must be held within three days of receipt of Request for 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 faculty/student 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 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 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.

Request for Hearing Denied (Grounds for grievance hearing do not exist, no grievance.)

Faculty Chairperson distributes copies of Preliminary Hearing Decision within 1 business day of the preliminary hearing to

- Ombudsperson
- College party(s) named in grievance

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

Request for Hearing Accepted (Grounds for hearing exist. Grievance hearing must be held within three days.)

Faculty Chairperson:

- 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
- Distributes copies of hearing decision within 1 business day of the Preliminary 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

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. College party(s) named in grievance summarizes their position (2 minutes)
 3. Student presents pertinent facts including any witnesses and/or documentation (20 minutes)
 4. College party(s) named in grievance presents pertinent facts including any witnesses and/or documentation (20 minutes)
 5. Student makes a rebuttal (5 minutes)
 6. College party(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 next business day.

Grievance Hearing Coordinator:

- Notifies the divisional Dean, College party(s), and Ombudsperson of decision by the next business day.
- Submits written decision, supporting documentation, and audio recorder to divisional Dean.

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

STUDENT GRIEVANCE PROCESS TIMEFRAMES (Form A)

ACTIVITY	TIMEFRAME (Within :)	RESPONSIBLE PERSON
1. Informal Resolution meeting with faculty/college party(s)	2 days of learning of conflict/incident	Student
2. Notifies Director, OES of conflict, or Grievance Coordinator if Director unavailable. Submits Petition for Formal Resolution to Director, OES/designee	2 days of informal resolution meeting	Student
3. Submits Petition for Formal Resolution to Semester/Program Coordinator and notifies Grievance Coordinator	Same Day	Director, OES

4. Submits completed Petition for Formal Resolution to Director, OES	2 days of receipt of petition	Semester/Program Coordinator
5. Schedules meeting with Ombudsperson	2 days of denial of petition	Student
6. Submits Request for Preliminary Grievance Hearing to Grievance Hearing Coordinator	2 days of denial of petition	Student
7. Schedules Preliminary Grievance Hearing and notifies faculty	3 days of receipt of Request for Grievance Hearing	Grievance Hearing Coordinator
8. Distributes copies of Preliminary Grievance Hearing Decision to Ombudsperson, & College parties	The same day of Preliminary Hearing Decisions	Grievance Hearing Coordinator
9. Schedules possible Grievance Hearing dates	Hearing must be within 3 days of decision to grant Grievance Hearing	Grievance Hearing Coordinator
10. Notifies student, Ombudsperson, College party(s), and Panel members of Grievance Hearing decision	The same day of Preliminary Hearing Decisions	Grievance Hearing Coordinator
11. Submits written Grievance Hearing Decision to Grievance Hearing Coordinator	Immediately at conclusion of Grievance Hearing	Faculty Chairperson
12. Notifies Divisional Dean, College party(s), and Ombudsperson of Grievance Hearing decision	Same day	Grievance Hearing Coordinator
13. Collaborates with Ombudsperson as needed to submit written Appeal to Divisional Dean	2 days of notification of Preliminary or Grievance Hearing decision	Student
14. Submits Appeal Response to Student	2 days of receipt of all appeals documents	Dean

All days are business days as defined in the policy

STUDENT ORGANIZATIONS AND CLUBS

ASSOCIATED STUDENT BODY (A.S.B.)

The purpose of this organization is to promote understanding and provide effective communication between the School of Nursing and the ASB. All School of Nursing students are members of the ASB.

ASB Class Organizations

Each class may adopt a formal organization and shall elect officers and class representatives and hold regular meetings to conduct class business. Each class has the option to create and organize its own yearbook.

CALIFORNIA NURSING STUDENTS' ASSOCIATION (CNSA)

CNSA is a constituent of NSNA (National Student Nurses' Association) which has over 4,500 members nationwide. Members are committed to seeking optimal educational, developmental, and professional growth within today's various healthcare settings.

At the Los Angeles County College of Nursing and Allied Health, we encourage student involvement and participation in Association's activities at the State and National levels.

Student involvement in CNSA enriches the Nursing Students' experience and promotes leadership, activism, advocacy and collaborative professional relationships. Involvement in CNSA also gives each student the opportunity to meet other students and nursing leaders at the State and National levels and forge life-long networking.

Unique to CNSA and NSNA is the focus on enhancing student nurses' experience by addressing issues facing the nursing students today.

CNSA supports scholarship, volunteerism, and mentorship to influence nursing education and therefore nursing care in California.

NEWMAN CLUB/NURSES' CHRISTIAN FELLOWSHIP/CLUB

The purpose of these religious groups is to provide an opportunity for students to promote their spiritual welfare. Membership in these clubs is optional.

ASSOCIATED STUDENT BODY BYLAWS

Article I Name

Section I. The Name of this organization shall be the Associated Student Body (A.S.B.) of the Los Angeles County College of Nursing and Allied Health, School of Nursing, hereafter referred to as A.S.B. in these bylaws.

Article II Purpose

Section I. The purpose of this organization shall be to enhance understanding and provide an effective means of expression between the School of Nursing and students.

Section II. The functions of this organization shall be to:

- A. Identify and define student issues that affect the educational experience and the status of the individual student by expressing the concerned opinion of the ASB
- B. Integrate all ASB activities
- C. Participate in program related surveys and make recommendations for improvements
- D. Recommend revision to student related policies including:
 - 1. Nursing Student Bill of Rights
 - 2. Student Responsibilities
 - 3. Student Dress Code
- E. Participate in regulatory agency site visits
- F. Collaborate with College and School of Nursing (SON) committees and faculty liaisons regarding student issues and concerns affecting their educational experience
- G. Make recommendations to the SON Faculty Organization.

Article III Membership

Section I. All students in good standing of the Los Angeles County College of Nursing and Allied Health, School of Nursing, shall be members of the A.S.B.

Section II. The Dean Administrative and Student Services shall act in an advisory capacity.

Section III. At least two faculty members shall be selected as co-advisors, by the Dean, School of Nursing, with the approval of the A.S.B. Council.

Section IV. Qualifications for Council, Class or Organization/Club Officers:

- A. In order to hold and retain office in this organization, students must demonstrate satisfactory performance in all aspects of the program and carry a minimum of a 2.5 cumulative G.P.A. in **ALL** Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
- B. In order to hold and retain office in this organization, students must be in good standing and free of any Academic Honesty and Professional Conduct warnings.
- C. In order to hold and retain office in this organization, students must be enrolled in expected curriculum for that semester.

Article IV A.S.B. Funds

Section I. Dues

- a. There shall be a treasury of each class funded by monies collected from each student payable upon entrance into the School of Nursing as part of the Administrative fee. The one-time Administrative Enrollment fee will be disbursed in the amount of \$500.00 to each class to open an account. The remaining funds from students that complete semester one will be disbursed at the beginning of semester two. At the beginning of semester four, monies from the LVN to RN bridge program will be dispersed. The Class President or Class Treasurer is to request the distribution of funds from the Director, Office of Educational Services.
- b. Student dues shall be paid from each student, as determined by each class. Student dues will be used for the purpose of graduation, pinning, and other related costs. Recommended payment options:
 - i. Single Payment
 - 1. Payment can be paid in full for all 4 semesters in one lump sum.
 - a. If for any reason the student needs to withdraw from the program, a request for a refund must be submitted in writing to the Class President within 4 business days of withdrawal date.
 - b. No refunds will be granted within the 9 weeks prior to graduation.
 - c. Full reimbursement is only available with this payment option.
 - ii. Divided Payment
 - 1. The total will be divided into 4 semesters
 - 2. If student withdraws before the 9th week of the semester, half of the amount paid at the start of the semester will be reimbursed

- iii. Installments
 - 1. Payments can be made in two installments per semester
 - 2. The first half is to be collected within the first 4 weeks after the start of the semester
 - 3. The second half is to be collected 4 weeks prior to the end of the semester
 - 4. If student withdraws mid-semester, student is not obligated to make the end of the semester payment.
- iv. Time Contribution
 - 1. If student is unable to pay financially, student must be able to waive paying dues by contributing their time to their class fundraisers and events.
 - 2. Amount of time contribution (e.g. helping at a certain number of events) will be determined by the Class President and Class Treasurer.
- v. Date in which student dues are to be paid are at the discretion of the Class President.
 - 1. Upon payment, student must notify Class Treasurer of payment option selected and a receipt should be provided.
- vi. Dues are a requirement for the class. Failure to pay Student Dues may result in the student being excluded from activities and benefits funded from the dues and fundraising events. This may include but not limited to pinning ceremony, banquet, caps and gowns purchased from class funds, etc.
- vii. Class fundraisers will need to be held throughout each semester and over the summer to supplement class funds.
- c. Student fundraising participation is encouraged.
- d. Each individual class shall be financially responsible for all class activities and functions.
- e. All checks of the Class Account shall require co-signatures of the Class President and Class Treasurer. Checks in excess of the amount of \$100 must be approved by the Class Advisor.
- f. The Class Treasurer will be held financially responsible for any discrepancies in the Class Treasury or items purchased using class funds.
- g. Remaining funds from a class treasury and items purchased using class funds not expended by the time of graduation shall revert to the A.S.B. fund

Section II. Management of funds shall be as follows:

- A. The A.S.B. Treasurer, A.S.B. President and at least one faculty advisor shall be listed on the A.S.B. bank account to provide continuity between changing A.S.B. cabinet members. A formal letter is to be requested from the Dean, Administrative and Student Services for approval to be added to the account or open a new account. Procedures are to be followed as required by the bank.

- B. A running, accurate account of A.S.B. income and expenses shall be maintained on a regular basis for a minimum of three years and be available as required.
- C. An audit of A.S.B. records shall be conducted at the end of each semester and at the end of a term of office of the A.S.B. Treasurer. The audit shall be performed by an ad hoc committee appointed by the A.S.B. Council and shall be reviewed, approved and signed by all faculty advisors.

Section III. Funds shall be disbursed in the following manner:

- A. All regularly incurred bills by the A.S.B. shall be paid by check upon invoice.
- B. All checks of the A.S.B. shall require a co-signature of the A.S.B. President and A.S.B. Treasurer. Checks in excess of the amount of \$100 must be approved by an A.S.B. advisor.
- C. Special requests: A special written request by class cabinet officers, A.S.B. Council members, or clubs/organizations must be submitted in advance to the A.S.B. Treasurer for funds for student activities.
- D. Approval for special disbursement of funds from the A.S.B. requires a majority vote of the Council.

Section IV. \$40.00 from each student's School of Nursing Administrative Fee is deposited in the class treasury.

Article V- A.S.B. Council

Section I. Membership. The members of the A.S.B. Council shall include:

- A. A.S.B. President
- B. A.S.B. Vice-President
- C. A.S.B. Treasurer
- D. A.S.B. Secretary
- E. President of each class
- F. Special Projects Committee Representative
- G. And one representative from each of the following organizations as available:
 - 1. Newman Club/ Nurses' Christian Fellowship

2. NSNA/ CNSA (California Nursing Student Association)

Section II. The purpose of the A.S.B. Council shall be to:

- A. Manage and supervise the business of the A.S.B.
- B. Form ad hoc committees when necessary and receive periodic reports from these committees upon request.
- C. Serve as an advisory board to each class council and student organizations.

Section III. Executive Powers and duties of the Council

- A. The Executive power of the A.S.B. shall be vested in the A.S.B. Council.
- B. The members of the A.S.B. Council with the exception of the A.S.B. President shall have one vote each. In the event of a tie, the A.S.B. President shall cast the deciding vote. A.S.B. Faculty Advisors shall have no vote.

Section IV. Executive Committee

- A. The Executive Committee of the A.S.B. Council shall consist of the:
 - 1. A.S.B. President
 - 2. A.S.B. Vice-President
 - 3. A.S.B. Treasurer
 - 4. A.S.B. Secretary
 - 5. Class Presidents
- B. The Executive Committee shall assure the adequate performance of each A.S.B. officer.

Section V. Meetings

- A. A quorum must be present in order to vote/conduct business. A quorum shall consist of 50% of the Executive Committee with at least one A.S.B. Council member and at least one advisor present.
- B. Regular general meetings of the A.S.B. Council shall be held at least monthly or as scheduled during the school year on the day designated by the A.S.B. Council. Set dates and times of meetings are to be posted on the A.S.B. bulletin board.
- C. Attendance at all meetings of the A.S.B. is mandatory, with the exception of class conflict, for A.S.B. Council members. Special meetings may be called at the request of the A.S.B. President, A.S.B. Council, Dean, Administrative and Student Services or Faculty Co-Advisors.
- D. All A.S.B. meetings are open to the Student Body unless a special meeting of the executive committee is called.

Article VI A.S.B. Officers

Section I. The A.S.B. President shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. If there are no qualified candidates, or in the event of a vacancy, the presidency shall be filled by the A.S.B. Vice-President.
- B. Strive to completely represent student interests and concerns. Serve as coordinator and spokesperson for the A.S.B. Council.
- C. Call and preside at all A.S.B. Council meetings.
- D. Provide an electronic copy of the A.S.B. agenda a minimum of 24 hours prior to a formal A.S.B. meeting.
- E. Co-sign, with the Treasurer, all checks and have checks greater than \$100 approved by an A.S.B. advisor.
- F. Serve as ex-officio to all A.S.B. Committees with the exception of the Nominating Committee.
- G. Assure that proper and timely elections are conducted.
- H. Be responsible for the orientation of each class in regard to the duties of the A.S.B., class officers, and committees.
- I. Be responsible for the orientation of a successor in office.
- J. Submit all recorded data to the Dean, Administrative and Student Services for audit two weeks prior to leaving office.
- K. Appoint all A.S.B. Council members with the approval of the class council.
- L. Preside over election of A.S.B. officers.

Section II The A.S.B. Vice-President shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. If there are no qualified candidates, the vice presidency shall be appointed by the A.S.B. President.
- B. Assume the duties of the A.S.B. President in his/her absence with the exception of check signing.
- C. In the event of a vacancy in the A.S.B. office of A.S.B. presidency, assume the position of A.S.B. President.
- D. Maintain and distribute, to all A.S.B. council members and faculty advisors, a current roster of A.S.B. Council members and all class officers.
- E. Coordinate all A.S.B. fundraising activities.
- F. Oversee all A.S.B. subcommittee chairs or representatives to committees.
- G. Be responsible for the orientation of a successor to the A.S.B. Vice-Presidency office.
- H. Manage the A.S.B. store.

Section III. The A.S.B. Treasurer shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. In the event no qualified candidate is available, one shall be selected by the A.S.B. President.
- B. Give a financial report at each meeting to be included in or attached to the A.S.B. minutes, and provide an electronic copy 24 hours prior to a formal A.S.B. meeting.
- C. Assist the A.S.B. Vice-President with fundraising activities.
- D. Collect all monies from A.S.B. fundraising projects and deposit all monies into the A.S.B. bank account.
- E. Be responsible for the orientation of a successor to the A.S.B. Treasurer office.
- F. Refer to Article IV, A.S.B. Funds for further responsibilities.

Section IV. The A.S.B. Secretary shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. In the event no qualified candidate is available, one shall be selected by the A.S.B. President.
- B. Maintain an attendance record for each A.S.B. Council and A.S.B. Executive Committee meeting.
- C. Assume the role of Election Designee, unless otherwise appointed.
- D. Prepare the minutes according to the accepted school format for each A.S.B. Council and Executive Committee meeting, post a copy of the minutes on the A.S.B. bulletin board, and distribute a copy to the following:
 - 1. Each A.S.B. Council Member
 - 2. Each Faculty Advisor
 - 3. Dean, School of Nursing

Article VII A.S.B. Committees

Section 1. Special Projects Committee

- A. The Special Projects Committee shall:
 - 1. Plan/implement activities and events which specifically promote and enhance mutual interests between and among students and School of Nursing faculty.
 - 2. Keep A.S.B. appraised of the progress in developing and implementing these special projects, since these activities are A.S.B. sponsored activities.
 - 3. Meet monthly and as needed prior to A.S.B. meetings, in order to develop and follow through with planned activities and events.
- B. Membership:
 - 1. One elected representative from each semester.
 - 2. A faculty advisor will be appointed on an as needed basis by the Dean, School of Nursing, to assist in facilitating activities

Section II. Nominating Committee

- A. The Nominating Committee shall consist of four to five members with equal representation from each semester. Committee members may be selected from a pool of qualified volunteers. In the event there are no volunteers, the faculty advisor shall appoint.
- B. The committee shall prepare a slate of candidates for available A.S.B. Council offices and submit to the school's administrator and the A.S.B. Council for ratification.
- C. The slate of candidates shall be prepared by the end of the second week of each November and April according to the elections process.

Article VIII Classes

Section I. The membership of the A.S.B. is divided into classes according to the date of graduation from the School of Nursing. Each class shall elect officers and hold regular class meetings at least two times per semester and as needed.

Section II. Officers and Representatives:

- A. The following officers and representatives shall be elected from each class. All officers shall serve for a one - year term except for the Yearbook/Historian who serves for the duration of two years.
 - 1. President
 - 2. Vice-President
 - 3. Treasurer
 - 4. Secretary
 - 5. One representative to each of the following committees:
 - a) Admissions and Promotions
 - b) Curriculum
 - c) Special Projects
 - 6. Yearbook/Historian
 - 7. One Grievance Representative and one alternate
- B. There shall be at least two faculty members selected by the Dean, School of Nursing, to serve as Advisor to each class. The faculty advisors shall be non-voting members and shall serve until successors are appointed. At least one advisor shall attend each Class Council Meeting.

Section III. Duties of Class Officers:

- A. The President shall:
 - 1. Serve as a member of the A.S.B. Council and attend all A.S.B. meetings or send a delegate as referred to in Article V, Section 5.

2. Appoint all unfilled class officer positions with the approval of the class council within 30 days of vacancy.
 3. Call and preside over all class meetings and functions.
 4. Inform the Class Advisor of all class activities.
 5. Be sure all contracts entered into by the class (i.e. Senior Banquet, etc.) are approved by a Class Advisor.
 6. Orient a successor.
 7. May be required to fill one of the A.S.B. council officer positions as stated in Article VI.
- B. The Vice-President shall:
1. Assume all duties of the President in his/her absence with the exception of check signing.
 2. In the event of a vacancy occurring in the office of class President the Vice-President shall assume the position of President.
 3. Maintain and distribute a current roster of all class officers to all class officers and faculty advisors.
 4. Orient a successor.
 5. Perform all duties as assigned by the President.
 6. Assist the class Treasurer with coordination of the fundraising activities and maintain ledger of inventory.
- C. The Secretary shall:
1. Prepare the minutes according to accepted school format for each Class Council and general class meeting, post a copy of the minutes on the semester bulletin board, and distribute a copy to the following:
 - a) Each Class Officer
 - b) Each Class Advisor
 - c) Dean, School of Nursing
 - d) A.S.B. President
 2. Maintain an attendance record for each Class Council meeting.
 3. Orient a successor.
- D. The Treasurer shall:
1. Direct the collection and disbursement of all class funds as directed by the Class Council
 2. Maintain a written record of all class transactions and of class finances
 3. Keep a written record of all class dues
 4. Provide receipts for all monies received
 5. Submit a written Treasurer's Report at each Class Council meeting and post it on the class bulletin board
 6. Coordinate all class fund raising activities
 7. Orient a successor

8. The representative to Standing Committees (Admissions and Promotions, Curriculum, Grievance, and Student/Faculty) shall:
 - a) Attend and participate in monthly meetings as scheduled
 - b) Present A.S.B. positions at standing committee meetings
 - c) Report committee activities to class and A.S.B. officers
 - d) There shall be a grievance representative and an alternate elected to serve, as stated in the Student Handbook. (See Student Grievance Policy and Procedure).

- E. The Yearbook/Historian shall:
 1. Put together a Yearbook Committee, which shall direct and manage the production of the class yearbook
 2. Chair the Yearbook Committee and work with the committee to gather a history of the class.

Section IV. Class Funds

- A. Dues
 1. There shall be a treasury of each class funded by monies collected from each student payable upon entrance into the School of Nursing as part of the Administrative fee. The one-time Administrative Enrollment fee will be disbursed in the amount of \$500.00 to each class to open an account. The remaining funds from students that complete semester one will be disbursed at the beginning of semester two. At the beginning of semester three, monies from the LVN to RN bridge program students that have joined the class will be dispersed. The Class President or Class Treasurer is to request the distribution of funds from the Dean, Administrative and Student Services. Dues shall also be collected each semester from each student, as determined by each class.
- B. Each individual class shall be financially responsible for all class activities and functions.
- C. All checks of the Class Account shall require co-signatures of the Class President and Class Treasurer. Checks in excess of the amount of \$100 must be approved by the Class Advisor.
- D. The Class Treasurer will be held financially responsible for any discrepancies in the Class Treasury or items purchased using class funds.
- E. Remaining funds from a class treasury and items purchased using class funds not expended by the time of graduation shall revert to the A.S.B. fund.

Section V. Class Yearbook

- A. Before the end of the first semester each class will determine whether a yearbook will be published. Each class will be held responsible to create and organize its own yearbook.
- B. Each class will elect a Yearbook Editor to oversee the production of the yearbook.
- C. Sources of funds for yearbook are from:
 - 1. Class Funds
 - 2. Any monies raised by the class in the form of i.e. Fundraisers, sponsorships, dues, etc.
- D. Classes must use established printers or publishers to publish their yearbook. Contracts must be approved by the faculty advisor prior to signing.
- E. There shall be a faculty advisor appointed by the Dean, School of Nursing, to assist in creating and publishing the class yearbook.

Article IX Organizations and Clubs

Section I. Any group of students with similar interests may form an organization to further enhance the interests of those students provided they meet the following criteria.

- A. Approval of the organization's bylaws by the A.S.B. Council.
- B. Open to voluntary membership and to all interested students.

Section II. Student organizations shall establish their own government and be responsible for conducting their own business. Student organizational bylaws must be consistent with the A.S.B. bylaws, including Article X Elections.

Section III. The following established organizations shall have faculty sponsorship and shall elect A.S.B. representatives.

- A. NSNA/CNSA (California Nursing Student Association)
- B. Newman Club/ Nurses' Christian Fellowship

Article X Elections

Section I. A.S.B. Council Nominations

- A. As stated in Article VII, Section II, the Nominating Committee shall be responsible for preparing a slate of available candidates for open A.S.B. Council Offices.
- B. The slate of candidates shall be submitted to the School's administration and the A.S.B. Council for ratification.

- C. The slate of candidates may be obtained from posted nominations board (as stated under class nominations, Article X, Section II).
- D. The slate of candidates shall be prepared by the end of the second week of each November and April.
- E. Each candidate must meet the minimum qualifications as stated in Article III.

Section II. Class Officer Nominations

- A. Two weeks prior to the scheduled date of the election, nominations for open offices will be accepted using a posted notice on the A.S.B. Bulletin Board. The notice shall be posted for a maximum of two weeks. Date of the election must be included on this notice.
- B. A statement including requirements for qualifications as stated in Article III, must be posted in clear view on the top of each election sign-up sheet.
- C. All nominations must be reviewed by the Office of Educational Services and signed by the Dean, School of Nursing, or designee to verify that nominees have fulfilled the G.P.A. minimum requirements. Election Designee will inquire of new nominee verification every 4 days. All accepted candidates can proceed to campaigning.
- D. Election Designee will review nominees
- E. All qualified nominees shall submit a written/verbal consent-to-serve to a faculty advisor.

Section III. Campaigning/ Voting

- A. Students shall not loiter near the area of the ballot box or area of voting except for the purpose of voting.
- B. No campaign posters shall contain derogatory, slanderous, or obscene remarks or pictorials. All campaign material must be approved by School Administration or designee.

Section IV. A.S.B. Secretary/Election Designee

- A. The A.S.B. Secretary/Election Designee communicates with nominees personally of their verification.
- B. Upon taking the role of Election Designee, the individual agrees to uphold nominee privacy and confidentiality. Election Designee only has an open communication about nominees and the slate of candidates with the Office of Educational Services; Dean, School of Nursing; A.S.B. Advisors and A.S.B. President.

Section V. A.S.B. Council Election Process

- A. A.S.B. Council elections shall be held by ballot, annually at the end of the current council term.
- B. Nominations for open offices will be accepted using a posted notice on the A.S.B. Bulletin Board. The notice shall be posted for a maximum of two weeks. Date of the election must be included on this notice.

- C. Each candidate shall be given an opportunity to speak prior to voting.
- D. A majority (51% or greater) vote shall constitute an election; in cases of a tie, a runoff election will be held within (5) five days.
- E. Each candidate shall submit a written consent to serve within 48 hours of the election.
- F. All nominations must be reviewed by the Office of Educational Services and signed by the Dean, School of Nursing, or designee to verify that nominees have fulfilled the G.P.A. minimum requirements.
- G. All qualified nominees shall submit a written/verbal consent-to-serve to a faculty advisor.

Section VI. Qualifications for Council, Class or Organization/Club Officers:

- A. In order to hold and retain office in this organization, students must demonstrate satisfactory performance in all aspects of the program:
 - 1. A.S.B. Council must carry a minimum of a 2.5 cumulative G.P.A. in ALL Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
 - 2. Class Council must carry a minimum of a 2.3 cumulative G.P.A. in ALL Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
- B. In order to hold and retain office in this organization, students must be in good standing and free of any Academic Honesty and Professional Conduct warnings.
- C. In order to hold and retain office in this organization, students must be enrolled in expected curriculum for that semester.

Section VII. Impeachment Process:

- A. The power of impeachment for A.S.B., Class or Organization/Club Officers is vested in the A.S.B. Council.
- B. To initiate an impeachment procedure, a written statement of intent must be submitted to the A.S.B. Council by the concerned party.
- C. Officers or Representatives may be impeached for the following reasons:
 - 1. Failure to meet academic standards as stated in Article III Section IV
 - 2. Failure to perform duties of office
 - 3. Two absences at scheduled meetings
- D. After the submission of the intent, an investigation by the A.S.B. Council and Advisors shall be conducted to verify allegations.
- E. A majority vote is required for retention or removal from office.

- F. An impeached officer shall be dismissed from all student government responsibilities.

Section VIII. Voluntary Resignation Process

- A. To resign, a written statement of intent must be submitted to the A.S.B. Council, Class, or Organization/Club Council.
- B. Any changes in A.S.B. Class or Organization/Club Council shall be communicated to the appropriate advisors.

Section IX. Vacancies

- A. Under special circumstance, where there is a vacancy in the office of A.S.B., Class, or Organization/Club President which is not able to be filled by the respective Vice-President, a special election shall be held within two weeks.
- B. All other vacancies shall be filled by appointment of the A.S.B., Class, or Organization/Club President with the approval of the respective Council.

Article XI Amendments

Section I. Proposed amendments to the bylaws and related activities shall be submitted in writing to the administration at least two weeks prior to the next scheduled A.S.B. election.

Section II. Bylaws may be amended or repealed by a majority vote of two thirds of the A.S.B. membership.

- A. A copy of proposed amendments shall be distributed to each Council member and Advisor and shall be posted on the A.S.B. board at least one week prior to the election.

Article XII Dissolution

Section I. Upon dissolution of the A.S.B. as a result of closure of the School, the last act of the A.S.B. Council shall be to disburse any A.S.B. funds and assets to a qualified not-for-profit charitable or educational organization.

Faculty Advisors to Student Organizations and Clubs

Faculty Advisors to student groups are selected by the Dean, School of Nursing to provide guidance and assistance. The following student groups have Faculty Advisors:

- Associated Student Body (A.S.B.)
- California Nursing Student Association (CNSA)
- Each Class
- Newman Club/ Nurses' Christian Fellowship Club

Communication between the Faculty Advisor and the student group is essential if the Advisor is to assist the group to meet its goals. Advisors are to be notified of all meeting dates and the plans of the organization. Students may request an Advisor for other interest groups through the Student Council of the Associated Student Body.

Student Representatives to the Faculty Organization Committees

The School of Nursing encourages student participation in the standing committees of the Faculty Organization. Each class elects representatives to the standing committees.

The number of student representatives to each Faculty Standing Committee is established by the Bylaws of the Faculty Organization. The role of student representatives to these committees can be found under STUDENT RESPONSIBILITIES.

The following Faculty Standing Committees have student member representatives:

- **Admissions/Promotions Committee**
Develop, implement, and evaluate admission, progression, and graduation processes to optimize student preparation to complete the course of study.
- **Curriculum Committee**
Serve as a steering committee that provides oversight on matters pertaining to curriculum development, evaluation, and revision to maintain its integrity. Provides guidance in the planning, implementation, and evaluation of all nursing theory and clinical courses in order to achieve student learning outcomes (SLOs)

Student participation in the Faculty Organization Standing Committee is expected by all elected student representatives. Consistent attendance provides students with the opportunity to express the viewpoint and perspective of the student body during committee deliberations of various issues.

Standing committee dates and times for meetings are posted in the Office of Educational Services.

Yearbook (Rx)

Beginning in 1924, students have published a record of their experiences in a yearbook. A complete set of yearbooks is kept by the Alumni Association.

Policy

Each class has the option to produce a yearbook. When a class chooses to have a yearbook, the members of the class are responsible for the content, production, financing, and distribution of the yearbook with guidance by the yearbook Advisors. The School of Nursing does not take responsibility for the financing, publishing, or distribution of the yearbooks. Yearbook advisors are appointed by the Dean, School of Nursing.

The content of the yearbook is to be reviewed by the Advisors prior to submission to the publisher. The Advisors have the responsibility to recommend revisions.

The inclusion of a photograph in the yearbook for each student requires students to sign a yearbook log giving written consent for their photograph to be used in the yearbook. The log is kept on file in the School of Nursing.

Funding for the yearbook is taken from the administrative fee in the amount of \$14.00.

The publisher receives full payment for the books before shipment. The yearbook may be distributed before or after graduation at the discretion of the class. Distribution after graduation allows students to include pictures of the entire School experience through graduation.

Procedure

When a class chooses to produce a yearbook:

- The Yearbook Editor of the yearbook is elected by the class during the first semester.
- Within a month after election, the Editor schedules a meeting with the Advisors.
- The Advisors facilitate contact with an established publishing company through a publisher's representative.
- A contractual agreement with the publisher is signed by the Editor with the Advisors in attendance. This agreement projects a date for yearbook delivery, sets timelines for submission of material, and establishes the cost of the books.
- The publisher's representative instructs the yearbook staff in the use of the production kit, preparation of the pages for submission. The representative should be consulted for any questions regarding the yearbook.
- The Office of Administration disburses a one time check to each class. Each class will decide on how the money will be utilized, i.e. expense of yearbook.
- Senior portraits are to be scheduled by the Yearbook Editor of each class.

- The Yearbook Advisors review all pages of the book before they are submitted to the publisher, using the following guidelines:
 - Photos of patients and others who are identifiable are not to be included without prior consent.
 - Content of the yearbook is to avoid libel, obscenity, invasion of privacy or inflammatory material.
- The Yearbook Advisors will meet with Class Yearbook Committee to discuss recommendations for revisions.

STUDENT ACTIVITIES POLICY (#850)

PURPOSE:

To describe the College roles and responsibilities related to student activities

POLICY:

Faculty advisors are assigned as resource persons to a student cohort

Students are encouraged to consult with their faculty advisor when planning an activity.

Student activities:

- Are the sole responsibility of students
- Held on campus must comply with LAC+USC Medical Center policies
- Held off the College campus are not the responsibility of the College and will not be identified as College-sponsored

Student participation is encouraged in activities such as:

- Graduation ceremony
- Public relations/community activities
- Health fairs/recruitment events
- Associated Student Body (ASB) activities.

PROCEDURE:

Students request assistance from Faculty Advisors and submit a written fund raising request a minimum of 30 days prior to the activity to the Dean of Administrative and Student Services.

FUND-RAISING ACTIVITIES POLICY (#840)

PURPOSE:

To ensure fund-raising activities are sanctioned by the College and adhere to County fund-raising policies

Definition:

Fund-raising includes activities/events to raise money for student activities, departments, or the College.

POLICY:

Fund-raising activities must receive prior approval

- County ordinance forbids soliciting or selling on County property without approval
- Date(s) for a fund-raising activity may not conflict with any other similar activity by another group
- Fund-raising may only be conducted at approved sites
- Events held on Medical Center hospital grounds require Medical Center approval
- The word "DONATION" is to be used instead of "fund-raising".

PROCEDURE:

Student Fund Raising

Class/organization officers:

- Obtain Request for Approval of Fund Raising Event forms from the class advisor:
 - Request for Approval of Fund Raising Event
 - Employee Involvement (form IA)
 - Service Request (form IB)
- Complete the forms and attach draft advertisement of event:
 - Obtain signature of class officer/event organizer on Request for Approval of Fund Raising Event (sign as signature group)
 - Obtain signature of Class Advisor (sign as organization representative)
 - Complete forms 1A and 1B if applicable
 - Submit the completed forms to Room 123, Administration Building, Attention: Staff Assistant a minimum of 30 days in advance of intended event
- Request electronic distribution of flyer and provide distributor with copy of signed approval form
- Comply with the following mandatory rules:
 - No advertising until receipt of approval
 - Advertise on designated bulletin boards only. Advertising in other areas is prohibited without prior approval
 - The sponsoring class/organization is responsible for preparation and cleanup for each activity
 - ✓ College furniture is not to be removed from classrooms without prior authorization

- Submit completed Fund Raising Activities Results Report to Class Advisors for review and to Staff Assistant for filing within five days after date of activity
 - Delinquent reports may result in revoking of further fund-raising privileges.

ALUMNI ASSOCIATION

The Los Angeles County Medical Center School of Nursing Alumni Association was organized in 1912 and continues to be an active organization. One of the functions of the Association is to promote interest in the School and its students. The Association's activities include social functions, class reunions and publication of a newsletter. The Annie M. Yates Scholarship award is presented to a member of each graduating class. All graduates are invited to join the Association.

Contact Information:

Email: LACSONalumni@gmail.com

Website: <https://www.lacsonalumni.org/>

Facebook: <https://www.facebook.com/pages/Los-Angeles-County-College-of-Nursing-and-Allied-Health-Alumni/133957513308402>

Mailing Address: Los Angeles County School of Nursing Alumni Association
C/o LAC College of Nursing and Allied Health
1237 North Mission Road, Box 348 & 349
Los Angeles, CA 90033

ALMA MATER

*L.A. County School of Nursing
'neath fair skies of blue,*

*May she ever stand so proudly
Glorious to view.*

*Through her halls the memories linger
of our student days,*

*Comradeship and love and courage
Loyalty and praise.*

*Guided by the light of service
From the lamp we hold,*

*Pledge ourselves to deeds of kindness
With our heart and soul.*

*To our School of Nursing priceless
Loud our praises ring,*

*L.A. County Alma Mater
Oh Hail to thee----all hail.*

ADMINISTRATION AND FACULTY

SCHOOL OF NURSING ADMINISTRATION

VIVIAN BRANCHICK MS, BSN, RN

Provost

Diploma, Nursing, Marian College of Nursing, Philippines
B.S.N., University of Phoenix, Los Angeles,
M.S., Health Management & M.S.N., California State University Los Angeles

MILDRED GONZALES, PhD, RN

Dean, SON

B.S.N., University of Santo Tomas, Manila, Philippines
M.S.N., University of Phoenix
Ph.D., Azusa Pacific University
Oncology Certified Nurse

BEENA DAVIS, PhD, RN

Coordinator, Semester 1

R.N., Lisie School of Nursing, Kerala, India
B.S.N., Fr. Muller's College of Nursing, Karnataka, India
M.S.N., California State University, Los Angeles
Ph.D., Azusa Pacific University

MICHELLE WEBSTER, MSN, RN

Coordinator, Semester 2

B.S.N., California State University, Los Angeles
M.S.N., California State University, Dominguez Hills
Certified Critical Care Nursing

GRACE ESCUDERO, MSN, RN

Coordinator, Semester 3,

A.A., A.S. in Nursing, Mt. San Antonio College
B.S.N., M.S.N., California State University, Dominguez Hills

LEONECE MYERS, D.N.P., RN

Coordinator, Semester 4

Diploma in Nursing, Los Angeles County Medical Center School of Nursing
B.S.N., M.S.N., California State University, Los Angeles
D.N.P., Grand Canyon University
Certified Critical Care Nurse
Family Nurse Practitioner

JEFFREY ANDERSON, MSN, RN

Director, Tutoring and Mentoring Program

B.S.N., Arizona State University
M.S.N., Mount Saint Mary's

MARIA CABALLERO, BSN, RN

Director, Office of Advisement and Counseling

B.S.N. California State University, Los Angeles

RUBY GRIGGS-GABBEDON, DNP, RN

Director, Educational Resource Center

B.S.N., Dillard University

M.S.N., California State University, Dominguez Hills

D.N.P., University of San Francisco

HERMINIA HONDA, MSN, RN

Dean, Institutional Effectiveness, Research and Planning

Diploma in Nursing, Los Angeles County Medical Center School of Nursing

B.S.N., M.S.N., P.N.P. California State University, Los Angeles

TRINA TRONGONE, MSN, RN

Director, Office of Educational Services

A.D.N., Los Angeles County Medical Center School of Nursing

B.S. Business Administration, University of Southern California

M.S.N., University of Phoenix

FACULTY SCHOOL OF NURSING

NAIRA ARQUELL, MSN, RN

B.S.N., Erebouni College of Nursing, Yerevan, Armenia

M.S.N., Walden University, Minneapolis

NICHOLAS BACHMAN, MSN, RN

B.A. Loyola University, Chicago

M.S.N. DePaul University

ALISHA BLACK, BSN, RN

B.S. Psychology, Washington State University

B.S.N. Azusa Pacific University

FRANCES CHISHOLM-CERVANTES, MSN, RN

A.D.N, Los Angeles County Medical Center School of Nursing

B.S.N., M.S.N., University of Phoenix

MARIATHERESA ESTILLORE, MSN, RN

B.S.N. West Coast University

M.S.N. Western Governors University

JOSE FELIX, BS, RN

A.D.N. East Los Angeles College

B.S. California State University, Long Beach

MARITESS FERNANDEZ-NAJERA, MSN, RN

B.S.N., California State University, Los Angeles

M.S.N., Mount Saint Mary's College

MIRNA GUARDADO, MSN, RN

A.S., Nursing, Santa Monica City College

B.S.N., M.S.N., University of Phoenix

MARTHA GUERRERO, MSN, RN

A.D.N., East Los Angeles College

B.S.N., M.S.N., University of Phoenix

TRICIA IMANAKA-GONG, MSN, RN

B.S.N., University of Southern California

M.S.N., University of Phoenix

ZENOBIA IVORY, MSN, RN

A.S., Nursing, Pasadena City College

B.S.N., M.S.N., California State University, Dominguez Hills

KIMBERLEY MAGSAYO, MSN. RN

Diploma in Nursing, Los Angeles County Medical Center School of Nursing

B.S.N., Pacific Union College

M.S. N, University of Phoenix

PAMELA MAJOR, MSN, RN

B.A., Health Science, California State University, Fresno

M.S., Rehabilitation Counseling, California

State University, Los Angeles

Certificate of Completion, Nursing, Pasadena

City College

M.S.N., Nursing, California State University,

Dominguez Hills

M.A. Education, California State University, San

Bernardino

MARGEUX MANDAP, MSN, RN

B.S.N. California State University, Northridge

M.S.N. Education, Western Governor's University

LISA MAZZOCCO, MSN, RN

B.S.N, M.S.N., California State University, Long Beach

BEVERLY M. MCLAWYER, MSN, RN

Diploma in Nursing, Los Angeles County Medical Center School of Nursing
B.S.N., M.S.N. University of Phoenix
Critical Care Registered Nurse

NESTOR RENTERIA, BSN, RN

A.D.N., Los Angeles County College of Nursing and Allied Health
B.S. N, University of Phoenix

MAE ROA, MSN, RN,

A.D.N. Mount Saint Mary's College
M.S.N. University of Phoenix

CLARA SIC ALONZO, MSN, RN

B.S.N., Mount Saint Mary's College
MSN, California State University, Dominguez, Hills

LYDIA THOMPSON, MSN, RN

A.D.N., Pasadena City College
B.A. (Psychology/Business), California State University, Los Angeles
M.S.N., University of Phoenix

RAISA KARINA VALDES, MSN, RN

B.S.N., MSN Western University of Health Sciences

INDEX

Los Angeles County College of Nursing and Allied Health
2021-2022 School of Nursing Student Handbook

Academic Failure and Withdrawal Policy.....	47	Make Up Examination	64
Academic Program Policies	54	Mission, Vision, and Values	10
Academic Progression Policies.....	45	Newman/Nurses' Christian Fellowship Club	94
Academic Warning Notification Policy	46	Nursing Student Bill of Rights	76
ADA Compliance.....	34	Organizations	93
Address Change	23	Petition for Waiver of College Policies and Regulations	50
Alma Mater	114	Philosophies of Education, General Education, and Learning.....	11
Alumni Association.....	113	Pregnancy	39
Associated Student Body Bylaws	95	Program Objectives.....	18
Associated Student Body.....	94	Progression Policy	20
Attendance	65	Purpose Statement	18
Audio/Video Recording	82	Readmission.....	50
Board of Registered Nursing: Denial of Licensure Policy Statement	21	Registration	20
California Nursing Student Association	94	Research Subjects	40
Change of Name or Address Policy	23	Safety Orientation	25
Clubs	93	School of Nursing Administration and Faculty ..	115
College Student Learning Outcomes	13	School of Nursing Philosophy	12
Conceptual Framework.....	17	School of Nursing Student Learning Outcomes..	13
Continuing Student Status	49	Security and Safety Orientation	25
Course, Instructor, and Program Evaluation.....	67	Semester 1 Courses	14
Courses Student Learning Outcomes.....	13	Semester 2 Courses	14
Dress Code	79	Semester 3 Courses	15
Drug Dosage Calculation Competency.....	62	Semester 4 Courses	15
Employment Opportunities.....	74	Sexual Harassment Policy.....	28
Faculty Advisors.....	109	Student Activities Policy and Procedure	111
Fund Raising Policy and Procedure.....	112	Student Committee Representatives	109
General Education Student Learning Outcomes ..	13	Student Enrollment	20
General Information	8	Student Health.....	34
General Policies and Guidelines.....	19	Student Learning Outcomes	13
Grading for Clinical Courses	60	Student Mailboxes.....	22
Grading System	57	Student Organizations and Clubs	93
Graduation and Awards Policy	69	Student Responsibilities.....	77
Graduation Eligibility	69	Student Rights and Responsibilities	75
Graduation/Post Graduation	68	Test Review.....	63
Grievance Process.....	83	Transcript/Completion Verification Requests.....	73
History of the School of Nursing	9	Transfer Students.....	51
Hospitalization.....	39	Transfer to Another School of Nursing.....	53
Illness or Injury Policy	40	Transfer to BSN/MSN Programs.....	74
Illness Reporting	39	Transition Course.....	52
Impaired Student – BRN Guidelines	41	Veteran Affairs (VA) Benefits	46
Impaired Student Policy	43	Written Communications	22
Introduction	6	Year Book.....	110