

---

**Los Angeles County  
College of Nursing and  
Allied Health**

***SCHOOL OF NURSING  
CATALOG  
2012-2013***

---

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**SCHOOL OF NURSING**

**CATALOG**

**2012-2013**

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

Telephone (323) 226-4911

Website: <http://www.ladhs.org/wps/portal/CollegeOfNursing>

**ACCURACY STATEMENT**

The Los Angeles County College of Nursing and Allied Health has made every effort to determine that the statements in this catalog are accurate.

The College of Nursing and Allied Health reserves the right to make changes affecting programs, policies, regulations, requirements, fees, and/or any other matters contained in this catalog.

All matters contained herein are subject to change with or without notice by the administration of the Los Angeles County College of Nursing and Allied Health for any reason at the discretion of the College. The College of Nursing and Allied Health assumes no responsibility for misrepresentation of policies as presented in this catalog.

*SCHOOL OF NURSING**CATALOG***TABLE OF CONTENTS****INTRODUCTION**

Affirmative Action/Equal Opportunity.....	2
Non-Discrimination Policy.....	2
Sexual Harassment.....	2
Drug Free School.....	2
Smoking Policy.....	2
Audiotaping.....	3
Classroom Policy.....	3
Board of Registered Nursing: Denial of Licensure.....	4
2012-2013 Academic Calendar.....	5
Los Angeles County Board of Supervisors.....	6
Los Angeles County College of Nursing and Allied Health Board of Trustees.....	6
Administration.....	6

**SECTION I: General Information**

Mission, Vision, Values.....	8
Student Learning Outcomes – College.....	8
History of the School.....	9
Accreditation and Approval.....	10
Location.....	10
Catalog.....	10
Class Schedule.....	11
School of Nursing Sessions.....	11
Costs of Attending the School.....	11
Student Enrollment Fees and Expenses.....	11
Student Obligations.....	11
Late Registration Fee.....	12
Service Charge for Returned Checks.....	12
Other School Costs.....	12
School of Nursing Uniform.....	12
Request for Verification / Transcripts.....	12
Malpractice Insurance.....	12
Food Services.....	12
Child Care Services.....	13
Bookstore.....	13
School of Nursing Refund Policy.....	13
Regular Tuition Refund Policy.....	13
Pro Rata Refund Policy.....	14
Refund Appeal Policy.....	14
Transportation and Parking.....	14
Sheriff's Department/Campus Security.....	14
Campus Crime Report.....	15
Fire Regulations.....	15
Bomb Threats.....	15
Earthquakes.....	15
Safety and Security Awareness Orientation.....	15
Active Shooter.....	16
Sexual Assault.....	16

*SCHOOL OF NURSING**CATALOG*

Sexual Assault and Drugs .....	16
--------------------------------	----

**SECTION II: Admissions and Enrollment**

General Information.....	18
Matriculation.....	18
Admission and Enrollment .....	19
Minimum Admission Requirements.....	20
Advanced Placement for Licensed Vocational Nurses.....	22
Option I - Career Mobility .....	22
Option II - Non-Graduate, 30 Unit Option .....	23
Application Procedure .....	24
Foreign Graduate Nurses .....	25
International Students .....	25
Credit for Previous Education/Work Experience .....	25
Course Exemption.....	26
Partial Course Exemption .....	26
Exemption by Challenge Examination .....	26
Transfer from Another School of Nursing.....	27
Verification of Completion of General Education and Other Courses .....	27
Registration.....	28
Program Limits .....	28
Auditing .....	28
Satisfactory Progress.....	28
Definition of a Unit of Credit.....	28

**SECTION III: Academic Policies and Procedures**

Academic Freedom.....	30
Academic Standards.....	30
Attendance .....	30
Good Standing .....	30
Progression in the Program.....	31
Curriculum Plan Agreement .....	31
Graduation Eligibility .....	31
Grading System.....	32
Nursing Courses: Theory .....	32
Nursing Courses: Clinical .....	32
Concurrency .....	32
Computation of Grade Point Average for a Semester .....	33
Computation of Cumulative Grade Point Average.....	33
Evaluative/Non-Evaluative Symbols .....	33
Percentage Grading Scale .....	34
Evaluation: Clinical Performance .....	34
Reporting of Grades.....	34
Academic Warning, Failure and Dismissal .....	35
Academic Warning .....	36
Academic Failure .....	35
Course Repetition.....	36
Change of Class Status.....	36
Dismissal.....	36
Continuing Student Status.....	37

*SCHOOL OF NURSING**CATALOG*

Leave of Absence.....	37
Withdrawal and Readmission .....	38
Withdrawal.....	38
Readmission.....	38
Course Withdrawals.....	39
Withdrawal for Excessive Absence .....	39
Withdrawal for Other Cause .....	39
Unsafe or Unsatisfactory Performance .....	39
Unsatisfactory Conduct or Citizenship.....	39

**SECTION IV:    Students Rights and Responsibilities**  
**Students Services and Activities**

Student Rights and Responsibilities.....	41
Due Process.....	41
Student Concerns Related to Specific Courses.....	41
Petition for Waiver of School Policy and Regulations .....	42
Informal Resolution Policy and Procedure .....	42
Grievance Policy and Procedure.....	43
Student .....	43
Ombudsperson .....	43
Standards of Student Conduct.....	44
Bill of Rights for Nursing Students .....	45
Family Educational Rights and Privacy Act Notification.....	46
Student Services and Activities .....	47
Orientation .....	47
Counseling Services.....	47
Special Services for Disabled Students.....	48
Psychological Testing .....	48
Learning Assistance .....	48
Carlson Skills Center .....	48
Computer Center.....	48
Library Services.....	48
Educational Facilities.....	48
Los Angeles Campus .....	48
Financial Aid.....	49
Student Eligibility .....	49
Application Procedure .....	49
Types of Financial Aid.....	50
Tuition Agreement Contract Program .....	50
Grants / Scholarships .....	50
Private Scholarships.....	51
Loans.....	51
Employment.....	51
Department of Veterans Affairs (DVA)	
Educational Assistance .....	51
Financial Aid Information.....	52
Repayment Policy .....	52
Student Health Services .....	52
Clinic Services .....	53
Injury to Student Nurses .....	53
Impaired Student Nurse .....	53

*SCHOOL OF NURSING**CATALOG*

Student Responsibility .....	53
Dress Code .....	54
Student Activities.....	54
Student Organizations and Clubs.....	55
Student Handbook.....	56
Commendations .....	56
Alumni Association .....	56

**SECTION V: Educational Program and Curricula**

Associate Degree .....	58
School of Nursing Purpose Statement .....	58
Student Learning Outcomes.....	58
School of Nursing Philosophy .....	58
Program Objectives.....	59
Philosophy of General Education .....	60

**SECTION VI Curricula****Announcement of Courses**

Requirements for the Associate Degree in Science – Nursing .....	62
Graduation Eligibility Requirements .....	62
Generic Program .....	63
College Level Prerequisites.....	63
Required General Education Courses.....	63
Required Nursing Courses.....	63
Advanced Placement Program	
LVN – Option 1.....	64
LVN Option II.....	64
Certified Nursing Assistant.....	65
Transfer to BSN/MSN Programs .....	65
Announcement of Courses	
Curriculum and Course Descriptions.....	66
Course Numbering System .....	66
Curriculum Plan for the Basic Program.....	67
Course of Instruction Offered through the Los Angeles County College of Nursing and Allied Health.....	68
Required Courses Offered Through Affiliation with East Los Angeles College or Through Other U.S. Accredited Colleges/Universities .....	77
Curriculum Plan - Option I - Career Mobility for LVN's .....	79
Curriculum Plan - Option II - Non-Graduate, 30 Unit Option .....	80

**SECTION VII: Faculty and Staff**

Faculty and Staff.....	82
Index .....	87

*SCHOOL OF NURSING*

*CATALOG*

---

**INTRODUCTION**

*SCHOOL OF NURSING**CATALOG*

---

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The Department of Health Services, Los Angeles County is an active Equal Opportunity Employer and welcomes all qualified men and women regardless of race, color, national origin, religion, age, or disability.

**NON-DISCRIMINATION POLICY**

The Los Angeles County College of Nursing and Allied Health does not discriminate on the basis of race, color, national origin, ancestry, pregnancy, religion, creed, sex, age, disability, marital status, sexual orientation or veteran status in the administration of its educational policies, admissions requirements, financial aid program, and other institutionally administered programs.

**SEXUAL HARASSMENT**

Sexual harassment is a form of unlawful sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended. It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment.

It is the policy of the County of Los Angeles that sexual harassment is unacceptable and will not be tolerated. Improper actions of sexual harassment are made subject to prompt and appropriate disciplinary procedures.

Policies and procedures regarding complaints of sexual harassment for students and employees may be obtained by contacting Administration, Room 123, Administration Building.

**DRUG-FREE SCHOOL**

It is the policy of the Los Angeles County College of Nursing and Allied Health to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section 22: The Drug Free Colleges and Communities Act Amendment of 1984 (Public Law 101-226), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol. (See Catalog on Standards of Student Conduct and School of Nursing Student Handbook on Impaired Student Nurse).

**Legal Sanctions:** Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

**Health Risks:** Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.



*SCHOOL OF NURSING**CATALOG*

---

**Other Risks:** Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing and co-and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

**Counseling, Treatment and Rehabilitation:** The following resources are available for the treatment of alcohol and drug dependence and abuse:

Los Angeles County Employee Assistance Program (213) 738-4200

National Council on Alcoholism and Drug Dependence (213) 384-0403, (818) 997-0414 or (805) 254-0700

LA County Drug Abuse Program (213) 624-DRUG or (800) 564-6600

Alcoholism Anonymous (213) 287-8316 or (818) 988-3001

Cocaine Anonymous (310) 839-1141 or (818) 988-1777

Narcotics Anonymous (818) 997-3822

Families Anonymous (800) 736-9805.

**SMOKING POLICY****Los Angeles Campus:**

Smoking is not permitted.

**AUDIO/VIDEO RECORDING**

Audiotaping any portion of a course at the College may only be undertaken by students with permission of faculty members and the verbal consent of all students enrolled in the course. Audiotaping may be utilized for personal study use only. All newly enrolled students must read and sign the Audio/Video Recording Agreement.

**CLASSROOM POLICY**

Eating and drinking are not allowed in any classroom.

Students or faculty may not bring children to class.

*SCHOOL OF NURSING**CATALOG*

---

**BOARD OF REGISTERED NURSING: DENIAL OF LICENSURE**

The California Board of Registered Nursing is required to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts which are related to nursing qualifications, functions and duties. Program applicants who have specific questions related to eligibility for licensure are advised to contact the licensing board. The complete statement of the Board of Registered Nursing including criteria for rehabilitation may be obtained from the Office of Educational Services, and available in the School of Nursing application packet and in the Student Handbook.

## SCHOOL OF NURSING

## CATALOG

**ACADEMIC CALENDAR 2012-2013****APPLICATION PERIODS**

<i>July 1<sup>st</sup> - September 1<sup>st</sup></i>	<i>Two year program</i>	<i>Spring 2013 entry</i>
<i>November 15<sup>th</sup> - February 15<sup>th</sup></i>	<i>Two year program</i>	<i>Fall 2013 entry</i>
<i>November 15<sup>th</sup> - February 15<sup>th</sup></i>	<i>LVN-RN Advanced Placement</i>	<i>Summer 2013 entry</i>

**SUMMER 2012 \***

June 4, Monday .....	Summer Semester Begins
July 4, Wednesday .....	Independence Day (Holiday)
August 11, Saturday .....	Summer Semester Ends

**FALL SEMESTER 2012\***

July 31, Tuesday .....	Registration for Continuing Students Begins
<i>August 6, 7, 8, 9 Mon/Tues/Wed/Thurs New Student Orientation – Class 2014-I</i>	
August 13, Monday .....	Fall Semester Begins
September 3, Monday .....	Labor Day (Holiday)
October 8, Monday .....	Columbus Day Observance (Holiday)
October 12, Friday .....	Deadline to Withdraw from an 18 Week Course with Grade of “W”
November 12, Monday .....	Veteran’s Day Observance (Holiday)
November 22, 23, Thurs/Fri .....	Thanksgiving (Holiday)
December 15, Saturday .....	Fall Semester Ends

**WINTER SESSION 2012-13\***

December 17, Monday .....	Winter Session Begins
December 25, Tuesday .....	Christmas Day (Holiday)
January 1, Tuesday .....	New Year’s (Holiday)
January 12, Saturday .....	Winter Session Ends

**SPRING SEMESTER 2013\***

January 3, Thursday .....	Registration for Continuing Students Begins
January 8, 9, 10, Tues/Wed/Thurs. ....	New Student Orientation – Class 2014- II
January 14, Monday .....	Spring Semester Begins
January 21, Monday .....	Martin Luther King, Jr. Day (Holiday)
February 18, Monday .....	Presidents Day (Holiday)
March 15, Friday .....	Deadline to Withdraw from an 18 Week Course with Grade of “W”
March 18, Monday. ....	Spring Recess
March 25, Monday .....	Courses Resume
May 22, Wednesday .....	Graduation Ceremony
May 25, Saturday .....	Spring Semester Ends
May 27, Monday .....	Memorial Day (Holiday)

*\* Calendar is subject to change without notice*

*SCHOOL OF NURSING**CATALOG***LOS ANGELES COUNTY BOARD OF SUPERVISORS**

Gloria Molina .....	First District
Mark Ridley-Thomas .....	Second District
Zev Yaroslavsky .....	Third District
Don Knabe.....	Fourth District
Michael Antonovich .....	Fifth District

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
BOARD OF TRUSTEES**

Vivian Branchick, MSN, RN .....	President
Irene Recendez, MBA, BSN, RN, .....	Vice-President
Nancy Miller, EdD, RN, .....	Secretary
Minor Anderson, MBA	
Thomas V. Berne, MD	
Pete Delgado, MS	
James Doughty, MSN, RN	
Maria Torres Flores, MA	
Rosa Maria Hernandez, EdD	
Tonia Jones, PhD, MSN, FNP, BSN	
Margaret Lee, PhD	
Ernest Moreno, MPA	
Joseph van der Meulen, M.D.	

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL ADMINISTRATION**

Nancy Miller, EdD, RN.....	Provost
Tammy Blass, EdD, RN .....	Dean, Continuing Education
Maria Caballero, BSN, RN.....	Dean, Administrative & Student Services
Barbara Collier, MEd, RN.....	Dean, School of Nursing
Doris DeHart, BSN, RN .....	Financial Aid Administrator
Maryam Ibrahim, MSN, RN.....	Research Director
Diana Wagner, MSN, RN.....	Director, Educational Resource Center

**SECTION I**

**GENERAL INFORMATION**

*SCHOOL OF NURSING**CATALOG*

---

**MISSION, VISION AND VALUES OF THE COLLEGE*****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 quality healthcare.
- Education is a dynamic, life long 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 Healthcare Network, Department of Health Services and the community.
- Learning activities that provide for freedom of inquiry, self-discovery and sharing of ideas are conducive to individual growth.
- The teaching-learning process is a reciprocal relationship between learner and teacher, which maximizes learner autonomy, and is effective when achievement of learning outcomes is demonstrated.
- The climate of learning is enhanced when the dignity and worth of individuals with different abilities, learning styles, support systems and cultural and ethnic backgrounds are recognized.
- Ongoing evaluation of our performance and openness to change are essential as programs grow, technology changes, 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”***

**STUDENT LEARNING OUTCOMES****COLLEGE**

Our graduates and staff development clients:

- Possess knowledge and life skills necessary to provide safe, effective and efficient care, which enables them to adapt to living and working in a multicultural environment and provide health maintenance and promotion in a global context.
- Utilize critical thinking, problem-solving skills, and evidence-based strategies in effectively communicating and collaborating with others to promote and maintain optimal health in their area of practice.
- Pursue life long learning to enrich personal and professional development; enjoy the benefits of inquiry and self-discovery; and embrace change in the fast-paced world of technological advances and health innovations.

*SCHOOL OF NURSING**CATALOG*

---

**GENERAL EDUCATION**

Students:

- Apply critical thinking to communicate effectively, collaborate with others, show comprehension, and research subject matter through reading, speech, demonstration, and writing.
- Demonstrate knowledge of the human mind, body, behavior and responses to internal and external stressors through interactions with others and the provision of care. Demonstrate accountability in the application of this knowledge and skill in an ethical and professional manner.
- Incorporate a legal/ethical approach in dealing with the community through the acceptance of diverse philosophical, cultural, and religious beliefs, and the application of cultural sensitivity, which prepares the students to live and work in a multicultural and global environment.
- Incorporate fundamental mathematical processes and reasoning and demonstrate competency in applying mathematical formulas, conveying knowledge, evaluating mathematical information, and problem solving.
- Develop competency in the application of technological skills to access information online, create and organize data, communicate information, use learning software programs, and operate basic technological equipment.

**HISTORY OF THE SCHOOL**

The Los Angeles County College of Nursing and Allied Health has a long and distinguished history of educating health care professionals.

The School of Nursing founded in 1895, was called the College Training School. It was a twenty-four month, hospital-based program under the direction of the County Hospital and the University of Southern California College of Medicine. The training program shifted from the College of Medicine to the County Hospital and was officially approved by the County Board of Supervisors in 1901 and titled the Los Angeles County Hospital College of Nursing. With the re-titling of the hospital as the Los Angeles County + University of Southern California Medical Center in 1968, the School was renamed the Los Angeles County Medical Center School of Nursing. The name, the Los Angeles County Medical Center School of Nursing, was retained when the college was granted initial accreditation status by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges in 1995 and was authorized to grant Associate Degrees. In 1998 the School of Nursing and the Nursing Education and Consulting Services division of the LAC+USC Medical Center merged to form the Los Angeles County College of Nursing and Allied Health. The Board of Supervisors approved renaming the institution to reflect its expanded educational role.

The School of Nursing has a main campus at the Los Angeles County + University of Southern California Medical Center and offers clinical rotations at other Department of Health Services (DHS) facilities including Olive View-UCLA Medical Center, Rancho Los Amigos Medical Center and Harbor-UCLA Medical Center. Graduates now number almost ten thousand. County graduates have served with distinction and are recognized nationwide as outstanding practitioners in nursing.

*SCHOOL OF NURSING**CATALOG*

---

**ACCREDITATION AND APPROVAL**

- Accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Commission address and telephone number are:  
10 Commercial Blvd., Suite 204  
Novato, CA 94949  
(415) 506-0234

- Approved by the California Board of Registered Nursing.

***Physical Address***

Board of Registered Nursing  
1747 North Market Boulevard, Suite 150  
Sacramento, CA 95834

***Mailing Address***

Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100

***Phone Numbers***

**Main Phone:** (916) 322-3350

**Hearing impaired individuals can call our TDD number:** (800) 326-2297

**24-Hour Automated Voice Verification:** (800) 838-6828

**LOCATION**

The College is located on the premises of the Los Angeles County + University of Southern California Medical Center. The School of Nursing has an additional clinical sites.

**CATALOG**

The catalog provides students with the necessary information for planning their courses of study. The College publishes two catalogs, School of Nursing and Educational Opportunities LAC+USC Healthcare Network.

The Educational Opportunities LAC+USC Healthcare Network catalog is published annually and includes classes offered by Continuing Education and Allied Health.

An office copy of the catalogs is available for on-site review at the College, Office of Educational Services.

Educational institutions and other agencies wishing to be placed on the mailing list to receive a catalog are to provide the Office of Educational Services with the mailing address and name of the institution or agency.



*SCHOOL OF NURSING**CATALOG***CLASS SCHEDULE**

A schedule of classes is published each semester and is available to students through the Office of Educational Services. The published schedule is subject to change. Changes are posted in the Office of Educational Services.

**SCHOOL of NURSING SESSIONS**

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

**COST OF ATTENDING THE SCHOOL**

Application .....	\$5.00
The application fee is non-refundable fee of \$5.00.	
Pre-Entrance Test .....	\$35.00
Payable the day of the examination.	
School of Nursing Fee.....	\$125.00
This fee is paid by each student who enrolls in the College. Forty (\$40) dollars is allocated to each class for class activities and the Yearbook. The remaining eighty-five (\$85) dollars is designated as an associated student fee for graduation activities, testing and other College sponsored events.	
Tuition .....	\$2,400.00 per semester
Tuition Agreement Contract is available. See "Financial Aid" section.	
Tuition per Course.....	(Based on Unit Value) \$218-\$240 a unit
General Education Courses .....	As per Community College Fee Schedule
Challenge Examination .....	\$20.00

**Fees are subject to change.**

**Student Obligations**

All financial obligations are to be met on a semester to semester basis, or prior to withdrawal or graduation from the program. Arrangements for repayment of the Tuition Agreement is to be made prior to withdrawal or graduation.

The student who becomes indebted to the School due to unpaid deferred tuition, library fines, damage or loss of equipment/materials or for any other reason, may be denied further enrollment, release of "official" academic transcripts and refusal to release information to potential employees or other agencies until all indebtedness has been cleared.

**SCHOOL OF NURSING****CATALOG**

---

**Late Registration Fee**

Students who are unable to register during the regular registration period, may register late. Late registrants are to pay a \$25.00 late registration fee. Late admission (after the first day of class) into a class is dependent upon the approval of the Semester Coordinator or designee. The procedure is published in the School of Nursing Student Handbook.

**Service Charge for Returned Checks**

The County of Los Angeles will assess a service charge of \$33.00 for returned checks.

**OTHER SCHOOL COSTS****Textbooks**

Expenses for textbooks may average \$600.00 - \$900.00 for the four semesters. Books are to be purchased on or before the first day of class in the Fall and Spring semesters. A list of required textbooks is available in the Office of Educational Services.

**School of Nursing Uniforms**

Uniforms will cost approximately \$200.00. More information will be given regarding uniforms at the time of enrollment to the School of Nursing.

**REQUEST FOR VERIFICATION/TRANSCRIPTS**

All requests are to be made in writing to the Student Clerk, Office of Educational Services. Depending upon the nature of the request and the amount of data required, ten working days is to be allowed for processing of the information. Official transcripts bearing the College seal will be mailed directly to the agency or institution requiring them. One transcript is provided free of charge. A \$3.00 fee is charged for each additional copy. Information about the procedure for requesting verification of enrollment and/or transcripts may be obtained from the Office of Educational Services.

**MALPRACTICE INSURANCE**

Nursing students are to carry malpractice insurance as this may be a requirement by a clinical agency. Low cost insurance is available for members of the California Student Nurses' Association or through many independent companies. Information about insurance may be obtained from the Office of Educational Services.

Students are required to submit proof of professional liability insurance coverage in the minimum amount of \$1,000,000/3,000,000 at the time of registration each semester.

**FOOD SERVICES**

There is food service available at the Employee Cafeterias of the LAC+USC Medical Center. Snack food may be obtained from vending machines.

*SCHOOL OF NURSING**CATALOG***CHILD CARE SERVICES****Los Angeles Campus**

Services are offered through the Los Angeles County + University of Southern California Medical Center Children's Center.

For information regarding cost, please call **(323) 226-6941**.

**BOOKSTORE**

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

**REFUND POLICY**

In compliance with federal, state, county, and accrediting agencies regulations and guidelines, the College has established a fair and equitable refund policy for students who find it necessary to withdraw from courses. Upon receipt of written notification of withdrawal, the student's **Tuition** and **School of Nursing Administrative Fee** will be refunded according to the refund policies below.

The student requesting the refund will complete Refund Request form. Form will be return to the Registrar/designee after officially withdrawing from all classes. The Refund Request is available in the Financial Aid Office.

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

**EXCEPTION:**

- Students, who receive tuition-only financial aid after they have paid tuition, may receive refunds.
- Students in their first semester will be given tuition refunds until the seventh week of the semester according to the schedule below. Administrative Fee is refundable up to \$85.00

Refund percentages are calculated from the time-stamped date of receipt of completed Refund Request form , not date of last attendance. Refunds will be issued with 60 working days from receipt of the Refund Request.

The tuition refund schedule is as follows:

<b>Date Request Received .....</b>	<b>Refund of Tuition Charges %</b>
On or before the first week of the semester .....	100% refund
2 <sup>nd</sup> – 3 <sup>rd</sup> week of the semester.....	71% refund
4 <sup>th</sup> – 7 <sup>th</sup> week of the semester for 1 <sup>st</sup> semester only .....	50% refund

*SCHOOL OF NURSING**CATALOG*

Maximum refund is the amount of tuition paid by the student for the semester withdrawn. Refunds to students withdrawing from short-term (e.g., 9 week) courses.

<b>Date Request Received .....</b>	<b>Refund of Tuition Charges %</b>
On or before the first class meeting.....	100% refund
2 <sup>nd</sup> – 3 <sup>rd</sup> class meeting.....	71% refund
4 <sup>th</sup> class meeting.....	50% refund

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

Students on Leave of Absence (LOA)

A student who has a written, approved LOA but who does not return at the end of the LOA will be considered withdrawn as of the student's last day of attendance. The refund amount will be calculated based on the student's last date of attendance, prior to beginning the LOA.

Financial Aid Refunds

- Financial aid awarded for the semester in which the student withdraws will be refunded to the appropriate agencies and/or fund accounts as stipulated by federal regulations.
- Financial aid awarded for a semester in which the student does not begin classes will be refunded to the appropriate fund accounts and all loan checks received will be returned to the lender(s).

**Refund Appeal Policy**

A student who believes that the amount refunded is not fair and equitable, may submit a written appeal addressed to the Academic Dean stating the reason for disagreeing with the calculated refund and expected outcome of the appeal. The Academic Dean will review all relevant documents and responded with a decision within 30 days from receipt of the letter of appeal. The Dean's decision to the appeal is final.

**TRANSPORTATION AND PARKING**

The campuses are easily accessible by bus and car. On-campus parking is limited.

**SHERIFF'S DEPARTMENT/CAMPUS SECURITY**

The Sheriff's Department (Sheriff's) is a California State-certified service-oriented law enforcement agency under Penal Code 830.31 of the County of Los Angeles. Officers have full peace officer powers of arrest and enforce federal, states, county, and municipal laws as well as Department of Health Services regulations. The Sheriff's have established and maintain a security management program to protect LAC+USC Medical Center, and the LAC College of Nursing and Allied Health students, staff, patients, and visitors from harm.

*SCHOOL OF NURSING**CATALOG*

---

**Los Angeles Campus**

The Sheriff's Office is located in the LAC+USC Medical Center (Room 1633, General Hospital). The department is responsible for providing police, safety and parking enforcement services for the LAC+USC Medical Center and College of Nursing and Allied Health. Students with concerns for their safety or security while at the College campus are encouraged to contact the Sheriff in person, or call (323) 226-3333 for assistance. They are available 24 hours a day, year round for law enforcement services.

The Campus Crime Awareness and Security policy along with crime statistics are available in the College of Nursing and Allied Health Administrative Office located in Room 123 in the Office of Educational Services.

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 CRIME REPORT**

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>.

**FIRE REGULATIONS**

Everyone is responsible for evacuating the building when the fire alarm sounds.

There are periodic and unannounced fire drills.

**Los Angeles Campus**

Instructions, in case of fire, are posted. In addition, charts which indicate the evacuation procedure are posted on each floor by the elevators.

Further detailed information regarding Fire Regulations is published in the Student Handbook.

**BOMB THREATS**

Procedures are published in the Student Handbook.

**EARTHQUAKES**

The major risk in the event of a strong earthquake is not the direct effect of the earthquake itself, but the risk due to public panic and hysteria. This is particularly true now that our population includes so many new residents who have not experienced a strong earthquake.

Very few people are injured or killed by earthquakes as such. Lives are lost or injuries occur due to collapse of unsafe buildings or in fires which get out of control.

See Student Handbook for further detailed information.

*SCHOOL OF NURSING**CATALOG*

---

**SAFETY AND SECURITY AWARENESS ORIENTATION**

All newly enrolled students attend a Safety and Security Awareness Orientation class which includes sexual assault protection presented by the Sheriff's. The class is scheduled during orientation week.

The Sheriff's also inform students and employees about being responsible for their own security and security of others.

**ACTIVE SHOOTER**

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 and procedure is published in the Student Handbook.

**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 all campus.

Students wanting more information about the sexual assault policy or wishing to discuss a particular situation about sexual assault should consult with the Dean of Student Services (Office of Educational Services, Room 123, Extension 4911). An actual sexual assault should be reported immediately to the Sheriff's, extension 3333.

**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 and odorless, the victim is often unaware that it has been put into his or her beer, mixed drink, 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.

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, go to: <http://gismap.co.la.us/SOLS/viewer.htm>.

**SECTION II**

**ADMISSIONS and ENROLLMENT**

*SCHOOL OF NURSING**CATALOG*

---

**GENERAL INFORMATION****Matriculation**

Matriculation is a process which is designed to assist students in planning, choosing and achieving educational goals. The process brings the College and student into an agreement for the purpose of realizing the student's educational goal through the College's established program, policies and requirements. The agreement acknowledges responsibilities of both the College and the student to attain these objectives. The primary purpose of matriculation is to enhance student success.

The College agrees to provide:

- an admission process
- an assessment of academic achievement includes pre-admission testing of basic educational skills (Reading, Math, Science, and Language)
- pre-enrollment counseling/advising
- an orientation to the College's program and services
- an appropriate curriculum
- quality instruction
- continuous follow-up on student progress with referral to student services when needed.

The student agrees to:

- be responsible for following the policies and procedures of the College and School of Nursing
- attend classes
- complete assigned course work
- seek out student services as needed
- complete courses and maintain progress toward educational goals.

Matriculation is a plan for student success and includes several components:

- Pre-Enrollment Counseling
- Assessment of Academic Achievement
- Admission
- Orientation
- Continuing Advisement/Counseling.

**Pre-Enrollment Counseling** appointments for informational sessions can be scheduled through the Office of Educational Services.

**Assessment of Academic Achievement** is required for admission. Individual total test score of 64.7% or above on the Test for Essential Academic Skills version V (TEAS V).



*SCHOOL OF NURSING**CATALOG*

---

**Admission** includes completing the application for admission by the student and the filing of transcripts from high school and college(s). It is the student's responsibility to request official transcripts from the last high school attended and any college(s) attended. Evaluation of course work from other colleges will be completed by the Office of Educational Services, once it is determined that all transcripts are on file in the Admission's Office.

**Orientation** is required of all new students. Orientation includes information regarding student services, procedures, student responsibilities and other related information. The orientation is scheduled by the Office of Educational Services.

**Continuing Advisement/Counseling** appointments can be scheduled through the Office of Educational Services.

## ADMISSION AND ENROLLMENT

Admission policies and procedures, formulated by the faculty and accepted by the Board of Trustees, are designed to encourage academically qualified persons to enroll.

Once submitted, the application becomes the permanent property of the College and will not be returned to the applicant. **Applicants who fail to provide accurate information may not be considered for admission or may not be allowed to remain in attendance if discrepancies are discovered after enrollment. Deliberate falsification of information is basis for dismissal.**

Official transcripts of records for all high school and college work must be sent directly from the schools attended to the Office of Educational Services. Transcripts received from other institutions become the permanent property of the College and cannot be released to the applicant or any other person or institution.

The applicant is responsible for:

- Providing official documentation of prior course work, experiences, licenses and certificates as may be necessary to complete the application process for the School of Nursing.
- Initiating and maintaining communication with the Office of Educational Services to verify that:
  - All necessary information has been received by the time of the application deadline. (See "Application Procedure" for deadline dates).
  - All the "Admissions Requirements" have been met by deadlines established by the School calendar and/or during pre-admission advisement.

*SCHOOL OF NURSING**CATALOG*

---

**Minimum Admission Requirements****Basic Two Year Program**

1. Resident of Los Angeles County for one year immediately prior to admission. Proof of residency may be requested. Applicants will be notified should the Office of Educational Services need proof.
2. U.S. high school graduate or equivalent (e.g. G.E.D). Contact the Office of Educational Services, for options, which meet the equivalent.
3. Satisfactory academic achievement evidenced by a minimum overall grade point average of 2.0 in college academic courses, completed at or credited by a U.S. accredited community college or university.
4. Individual total test score of 64.7% or above on the Test for Essential Academic Skills version V (TEAS V).
5. Completion of the prerequisite college courses with a minimum grade of "C":
  - \*Human Anatomy including Lab (4 semester units)
  - \*Human Physiology including Lab (4 semester units)
  - \*Microbiology with a lab (4 semester units)
  - \*All science courses have a five-year recency requirement for the program.**
  - College English Composition (3 semester units)
  - Life Span Psychology (from infancy through old age) (3 semester units)

Final acceptance into the nursing program is contingent upon:

- Satisfactory health status, as validated by a physician. Forms will be provided.
- Satisfactory completion of a background check as required by clinical facilities.
- Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association.

SCHOOL OF NURSING

CATALOG

**Point System**  
**For the Basic (Generic) Program**

- Minimum grade of “C” in the prerequisite courses of Anatomy, Physiology, and Microbiology with no less than an overall G.P.A. of 2.5 in the prerequisite courses.
- For applicants meeting the above criteria, the following point system is utilized to determine who will be admitted.

**A Total of 93 Points are Possible**

A. PRE-ENTRANCE TESTING ..... Total Possible Points = 20

The pre-entrance exam utilized is the ATI Test of Essential Academic Skills (TEAS) version V

- 15 points awarded for a minimum score of 64.7% on the first attempt
- 5 bonus points awarded for a score of 75% or above on the first attempt
- 10 points awarded for a minimum score of 64.7% on the second attempt.
- 0 points awarded for any further attempts.

B. COLLEGE ACADEMIC COURSES..... Total Possible Points = 70

Points are awarded for the completion of course work as follows:

	Points for Grade		
	<u>A</u>	<u>B</u>	<u>C</u>
Anatomy	15	10	5
Physiology	15	10	5
Microbiology 20	15	10	5
English 101	10	8	6
Psychology 41	3	2	1
Sociology 1	3	2	1
Speech 101	3	2	1
Humanities Requirement	3	2	1
Political Science or U.S. History	3	2	1

C. BONUS POINTS (1 point each) ..... Total Possible Points = 3

Bonus points are awarded to applicants who:

- Have met the minimum admissions requirements for the previous class but were not accepted.
- Are employees of the County of Los Angeles. (Verification letter from supervisor must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)
- Have been employed a minimum of 3 months in a Health Care Facility or minimum of 100 hours of volunteer work (direct patient care) within the last five years. (Verification letter from supervisor or designee of the Health Care Facility must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)

Effective for Spring 2011 Entry

*SCHOOL OF NURSING**CATALOG***Advanced Placement for Licensed Vocational Nurses**

Licensed Vocational Nurses (L.V.N.s) are eligible to apply for the Advanced Placement Options

**Option I – Career Mobility**

L.V.N.s who successfully complete this option are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) to become Registered Nurses and are considered graduates.

**Minimum Admission Requirements:**

This one year option begins in the Summer and requires:

- Successful completion of an accredited vocational nursing program.
- Current valid LVN license in the State of California.
- Fulfillment of minimum admission requirements.
  - Resident of Los Angeles County for one year, immediately prior to admission.
  - U.S. high school graduation or the equivalent.
  - Satisfactory achievement on pre-entrance examination (see description on next page)
  - Satisfactory academic achievement evidenced by a minimum overall grade point average of 2.0 in college academic courses.
- Completion of the required prerequisite college courses with a minimum grade of "C": Science courses must be completed within 5 years of admission to the program.

Course Titles	Semester Units	
	Theory	Laboratory
Anatomy I Human Anatomy	3.0	1.0
Physiology I Human Physiology	3.0	1.0
Micro 20 General Microbiology	3.0	1.0
English 101 College English Composition	3.0	
Sociology I Introduction to Sociology	3.0	
Psychology 41 Life Span Psychology (from infancy to old age)	3.0	
<b>TOTAL</b>	18.0	3.0

- Completion of the "**Application Procedure**"
- Final acceptance into the nursing program is contingent upon:
- Satisfactory health status, as validated by a physician. Forms will be provided.
  - Satisfactory completion of a background check as required by clinical facilities
  - Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association.

L.V.N.s who satisfactorily complete Nursing 125 will be granted 19 units for their vocational nursing education.

A complete description of the curriculum plan for this option and the description of courses is found in Section VI Announcement of Courses.

Selection of students for this option is based upon satisfactory completion of all the admission requirements and space availability.

SCHOOL OF NURSING

CATALOG

**POINT SYSTEM - Possible Points**

93

1. **PRE-ENTRANCE TESTING** ..... Total Possible Points = 20

The pre-entrance exam utilized is the ATI Test of Essential Academic Skills (TEAS) version 5

- 15 points awarded for a minimum score of 64.7% on initial testing [on the first attempt]
- 5 bonus points awarded for a score of 75% or above on the first attempt
- 10 points awarded for a minimum score of 64.7% on the second attempt.
- 0 points awarded for any further attempts.

2. **COLLEGE ACADEMIC COURSES**

Total Possible Points = 70

	<u>A</u>	<u>B</u>	<u>C</u>
Anatomy	15	10	5
Physiology	15	10	5
Microbiology 20	15	10	5
English 101	10	8	6
Psychology 41	3	2	1
Sociology 1	3	2	1
Speech 101	3	2	1
Humanities Requirement	3	2	1
Political Science or U.S. History	3	2	1

3. **BONUS POINTS** (1 point each) ..... Total Possible Points = 3

Bonus points are awarded to applicants who:

- Have met the minimum admissions requirements for the previous class but were not accepted.
- Are employees of the County of Los Angeles. (Verification letter from supervisor must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)
- Have been employed a minimum of 6 months in an Acute Care Health Facility. (Verification letter from supervisor or designee of the Health Care Facility must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)

**Option II - Non-Graduate, 30 Unit Option**

In accordance with the laws and regulations of the California Board of Registered Nursing, California Licensed Vocational Nurses who successfully complete this option are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) in the State of California. L.V.N.'s who successfully complete this option **are not graduates of the College.**

Applicants for this option shall have equal access to open space in the required nursing courses. The TEAS test is used for advisement.

**Minimum Requirements:**

This option may be completed in one Summer Session and two academic semesters, Fall and Spring and requires:

- Resident of Los Angeles County for one year.
- Current valid LVN license in the State of California.
- Completion of the "**Application Procedure**"

SCHOOL OF NURSING

CATALOG

- Completion of the following prerequisite college courses with a minimum grade of "C":

		<b>Semester Units</b>	
<b>Course Titles</b>		<b>Theory</b>	<b>Laboratory</b>
Physiology I	Human Physiology	3.0	1.0
Micro 20	General Microbiology	3.0	1.0
<b>TOTAL</b>		<b>6.0</b>	<b>2.0</b>

**POINT SYSTEM - Possible Points** 32

1.	<b><u>COLLEGE ACADEMIC COURSES</u></b>	Points for Grade	30
		<u>A</u> <u>B</u> <u>C</u>	
	Physiology I	15    10    5	
	Microbiology 20	15    10    5	

2. **BONUS POINTS** (1 point each) ..... Total Possible Points = 2  
 Bonus points are awarded to applicants who:
- Are employees of the County of Los Angeles. (Verification letter from supervisor must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)
  - Have been employed a minimum of 6 months in an Acute Care Health Facility. (Verification letter from supervisor or designee of the Health Care Facility must be submitted on official letterhead stationary. **No copies will be accepted or considered.**)

**Application Procedure**

All three required science prerequisite courses must be completed by the application deadline.

Applications are accepted:

- July 1st – September 1st                      Two year program                      Spring entry
- November 15th – February 15th            Two year program                      Fall entry
- November 15th – February 15<sup>th</sup>            LVN-RN Advanced Placement            Summer entry

The following materials must be received by the deadline and are part of the application file.

- Official application with a non-refundable application fee of \$5.00. You must submit the application via U.S. mail.
- Official U.S. high school transcript\* with graduation date or equivalent documentation. Contact the Office of Educational Services for options that meet the equivalent. Applicants who have an associates or bachelors degree from an accredited U.S. educational institution do not have to submit a high school transcript.
- Current official transcript\* from each college attended.
- Official transcript\* from a vocational nursing program (LVN Option I).
- Copy of the applicant's current schedule of classes.

**SCHOOL OF NURSING****CATALOG**

---

Applicants who meet the requirements for the “point system” will be mailed information about registering for TEAS V, the pre-entrance examination.

The applicant is responsible for verifying that the College has received all the required materials by the deadline. Information about the status of an application may be obtained by calling the Office of Educational Services at (323) 226-4911 Monday through Friday between 8:30 a.m. and 9:30 a.m.

Letters of notification about acceptance to the program are mailed beginning May 15th for the Fall semester and December 1st for the Spring semester.

\* Official transcripts must be mailed directly from the schools attended.

**Foreign Graduate Nurses**

Individuals requesting admission to complete nursing courses as required by the Board of Registered Nursing to meet California educational requirements for the NCLEX-RN examination will be admitted based on space availability, (Obstetrics, Pediatrics and Psychiatric Nursing).

**International Students**

The College does not accept international students on F1 Visas.

**CREDIT FOR PREVIOUS EDUCATION/WORK EXPERIENCE**

Students, who believe themselves eligible to obtain credit for previous education or work experience in health care fields, are to contact the Office of Educational Services for an evaluation a minimum of three months prior to the beginning of the course(s) for which credit is being sought.

Options for obtaining credit are:

- Advanced Placement for Licensed Vocational Nurses
  - Option I - Career Mobility (Associate Degree Eligibility)
  - Option II - Non-Graduate 30 Unit Option.
  - Persons who complete either program are qualified to take the Registered Nurse National Council Licensing Examination. The student who completes Option II is not a graduate of the School of Nursing and may not qualify for licensure by endorsement in other states.
- Course Exemption (EX)
- Partial Course Exemption
- Exemption by Challenge Examination (EXE)
- Transfer from another School of Nursing

Non-evaluative symbols "EX" or "EXE" are entered on the College transcript to indicate credit by exemption from a course or courses.

*SCHOOL OF NURSING**CATALOG*

---

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

**For Student Utilizing Veteran Affairs (VA) Benefits:**

- Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the Department of Veteran Affairs shall be notified.

**Course Exemption**

To be eligible for course exemption, the student must have completed a course which has unit value, hours and content corresponding to the course for which exemption is sought as described in the School of Nursing curriculum. A minimum grade of "C" has been earned in the course and credit awarded by a U.S. community college, college or university. Nursing courses have been completed within the past three years. LVN Option II are exempt from the three year time limit.

To petition for course exemption, the student is to submit a completed petition form to the Office of Educational Services three months prior to enrolling into the course. An official transcript which shows satisfactory completion of the course is to be on file in the College office.

**Partial Course Exemption**

Students eligible to enroll in a nursing course may petition for partial course exemption provided they can show evidence of prior educational or work experience related to one or more of the course objectives. Students granted partial course exemption means that the student is not required to attend classroom and clinical learning activities related to selected objective(s). However, students who request partial course exemption will be evaluated on all theoretical and clinical objectives of the course. For successful completion of the course, each student is to show evidence of mastery of all course objectives.

Information about the petition process and procedure and required documents may be obtained from the Office of Educational Services. The petition is to be submitted one full semester prior to the beginning of the course.

**Exemption by Challenge Examination**

Students who have educational and/or work experience in health care fields who do not qualify for course exemption may apply to obtain credit by challenge examination. The student is provided with study materials and guidance to prepare for the challenge examination. Challenge examinations may be taken only once. The student is not eligible for exemption by challenge examination when the official transcript of the College shows an earned grade for that course.

Challenge examinations will consist of a written examination for nursing theory courses and a performance evaluation of clinical competence for clinical nursing courses. The nursing theory examination will be administered first and is to be successfully completed before the clinical performance evaluation.



*SCHOOL OF NURSING**CATALOG*

---

There is a fee for each written examination and a fee per day for the evaluation of clinical competence. Information about the examination fees is available in the Office of Educational Services. A maximum of two days will be allotted for evaluation of clinical competence.

**Transfer from Another School of Nursing**

The individual desiring a transfer is to submit an application a minimum of three months prior to the desired starting date. All admission requirements are to be fulfilled and the application procedure is to be completed.

The applicant is to be recommended by the Director or designee of the previous school. The course outline and syllabus of each nursing course completed at the previous nursing program is to be submitted for evaluation. The time interval between exit from the previous program and admission to this nursing program shall not exceed three years. Grades earned in the previous school are to meet the standards of this School of Nursing.

Exemptions for general education courses will be granted according to Credit for Previous Education guidelines.

Transfer students are to be enrolled in, and satisfactorily complete a minimum of two semesters, one of which is to be Semester 4.

**VERIFICATION OF COMPLETION OF GENERAL EDUCATION AND OTHER COURSES**

Any individual who is an applicant or student has the responsibility to provide the Office of Educational Services with copies of official transcripts of courses taken at other institutions as required for admission, progression, graduation, completion of the program, and/or submission to the Board of Registered Nursing as necessary for the student's NCLEX-RN application.

Applicants/students completing courses at other colleges, are to request an official transcript which shows the official course grade verifying completion of the course(s).

For students completing general education courses on-site or off-site, an official transcript is to be submitted and on file prior to receiving the degree.

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

*SCHOOL OF NURSING**CATALOG*

---

**REGISTRATION**

All students are to complete the registration process in person for official enrollment into classes.

Students have the opportunity to register two different times each semester (Fall/Spring) for classes. Pre-registration and registration weeks have been designated for that purpose. Registration schedules will be posted or announced by the Office of Educational Services. Registration materials will be distributed to student mailboxes or may be obtained in the Office of Educational Services

Upon completion of the enrollment and registration process, the Student Clerk will give the student a clearance slip to present to the instructor the first day of class. After the first class meeting, the instructor will check names from the official roster with student clearance slips for verification.

Students who have not registered by the end of the first week of class may be dropped from the program. Any student who misses the first meeting of a class at the beginning of any semester or session may be dropped from that class per discretion of the instructor.

**PROGRAM LIMITS**

A full-time student is enrolled in a minimum of 10 units each semester. To enroll in more than 17 units per semester, a student is to have approval of the Dean, Administrative and Student Services.

The basic nursing program is to be completed within seven semesters of the initial enrollment date.

**AUDITING**

The College does not permit auditing of classes.

**SATISFACTORY PROGRESS**

Satisfactory progress is achieved when the required academic and conduct standards are maintained. Specific details are found in the Student Handbook.

**DEFINITION OF A UNIT OF CREDIT**

Theory and Laboratory Hours:

1 unit theory = 1 hour classroom learning weekly for 18 weeks.

1 unit laboratory = 3 hours laboratory experience weekly for 18 weeks.

Refer to Curriculum Plan for further correlation.

*SCHOOL OF NURSING*

*CATALOG*

---

**SECTION III**

**ACADEMIC POLICIES and PROCEDURES**

*SCHOOL OF NURSING**CATALOG*

---

**ACADEMIC FREEDOM**

Faculty have the:

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

**ACADEMIC STANDARDS**

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. These standards have been adopted by the faculty and accepted by the Board of Trustees of the Los Angeles County College of Nursing and Allied Health

Specifics of the academic policies and procedures are published in the Student Handbook issued to all enrolled students.

**Attendance**

Students are expected to attend all classes and clinical learning experiences. Punctuality is expected throughout the program. When illness or other special circumstances prevent attendance, the student is responsible for contacting the Course Instructor within twenty-four (24) hours of returning (with the exception of weekends) to plan for meeting the learning requirements.

A student's academic standing following prolonged or repeated absence may be jeopardized because of non-achievement of course objectives.

Specific policies and procedures related to "Make-up Policies" for written assignments, oral presentations and tests are published in the Student Handbook and course syllabi.

**Good Standing**

Students are considered to be in good academic standing with a cumulative grade point average of 2.0 or higher for all course work attempted. All financial obligations are to be met on a semester basis.

*SCHOOL OF NURSING**CATALOG*

---

**Progression in the Program**

In order to remain enrolled in and complete the program, the student must maintain a "C" grade or higher in all nursing courses and those general education courses specified by the California Board of Registered Nursing for completion of the nursing program. These courses include: Psychology 41, Sociology 1, and Speech 101. In combined nursing lecture/lab courses the student must receive a minimum of "C" in lecture and a satisfactory grade credit (CR) or no credit (NC) in lab in order to successfully complete the course.

An Incomplete (INC.) in a course (nursing and general education) is to be resolved and a final grade for the course(s) recorded on the official transcript before a student is eligible to progress from one semester to the next semester courses.

**Curriculum Plan Agreement**

A curriculum plan agreement identifies nursing and general education courses for which the student has been granted credit, and courses which are to be completed in each semester of the program in order to meet graduation requirements. Following clearance of the admission requirements, students are assisted in planning their curriculum through the Office of Educational Services. The plan agreement is signed by the student and placed in the student's record.

Requests for waiver of or variance in some part of the curriculum plan is to be approved through the Office of Educational Services.

**Graduation Eligibility**

For a student to be eligible to graduate from the School of Nursing, he/she is to have a minimum grade of "C" (grade point average of 2.0) in all required nursing theory and general education courses. All clinical nursing courses in the curriculum are to be completed with a "Cr". All official transcripts for course work taken at another institution are to be on file in the Office of Educational Services. The student must complete a minimum of two semesters in the School of Nursing, one of which is Semester 4. All financial obligations to the College are to be satisfied.

*SCHOOL OF NURSING**CATALOG***GRADING SYSTEM**

When a grade is given for any theory course, or "Cr" or "NC" for a clinical course, the grade achieved will be the grade determined by the Course Instructor. In the absence of mistake, fraud, bad faith, or incompetence, the grade will be final.

**Theory**

**The final grade in nursing courses is denoted on the official transcript by the use of a letter grade. The description of the letter grade is as follows:**

<b>GRADE</b>	<b>GRADE POINTS</b>	<b>MEANING</b>
A	4 grade points per unit	Excellent
B	3 grade points per unit	Good
C	2 grade points per unit	Satisfactory
D	1 grade point per unit	Less than Satisfactory
F	0 grade points per unit	Failure

Students must maintain a minimum grade of "C" (2.0) in all courses, nursing theory and general education to progress in the program.

**Student failure of a theory course automatically results in administrative withdrawal (AW) from the clinical course**

**Clinical**

The final grade in clinical courses is denoted on the official transcript by the use of "Cr" or "NC". Final grades in clinical courses are not computed into the semester or cumulative grade point average. Students must maintain a "Cr" in all clinical courses to progress in the program.

Students are evaluated in the domains of cognitive, psychomotor and affective behaviors. At least seventy-five percent (75%) of the clinical grade is based on actual performance. Students have the opportunity to practice clinical skills and behaviors prior to being evaluated. A maximum of twenty-five percent (25%) of the clinical grade will be based upon other criteria.

**Concurrency:**

The following courses shall be taken concurrently

N113 and N113L  
 N123 and N123L  
 N124 and N124L  
 N233 and N233L  
 N243 and N243L

Withdrawal or failure from either course will result in an administrative withdrawal "AW" from the other (or corresponding course).

*SCHOOL OF NURSING**CATALOG***Computation of Grade Point Average for a Semester:**

$$\frac{\text{Total Semester Grade Points}}{\text{Total Semester units for nursing theory and general education courses completed during the semester}} = \text{SEMESTER GRADE POINT AVERAGE}$$

**Computation of Cumulative Grade Point Average:**

$$\frac{\text{Total grade points for all completed courses.}}{\text{Total units of nursing theory and general education courses completed during the program.}} = \text{CUMULATIVE GRADE POINT AVERAGE}$$

**Evaluative / Non-Evaluative Symbols****Cr**

"Cr" is utilized on the student's official transcript to demonstrate that the student has satisfactorily met the course requirements. This symbol is used in clinical nursing courses and elective courses offered by the College.

**NC**

"NC" is utilized on the student's official transcript to demonstrate that the student failed to meet the course requirements. This symbol which shows unsatisfactory achievement is used in clinical nursing courses and elective courses offered by the College.

**W/P and W/F**

Students who withdraw from any nursing course after midterm shall have noted on their official transcript whether they withdrew passing (W/P) or withdrew failing (W/F). Withdraw failing will count as an academic failure for purposes of readmission.

**W**

Students who withdraw from any nursing course prior to midterm of a course shall receive a "W" on their official transcript. (See page 37 for further information).

**EX and EXE**

Students who receive credit for prior education or work experience shall have the credit noted on their official transcript by EX (exemption) or EXE (exemption by examination). EX and EXE are not computed into the semester or cumulative point average.

**INC**

A grade of incomplete, "INC.", will be entered on the student's official transcript when a definable portion of the course or clinical work has not been completed by the student. An incomplete indicates that there is still a possibility of receiving credit upon completion of the course work. The student will not be able to progress in the program until the incomplete has been made up and a satisfactory final grade is received.

**SCHOOL OF NURSING****CATALOG**

---

The condition for removal of the "INC." status will be stated by the course instructor on the Incomplete form. This form will state the conditions for removal of the "INC.". The student will receive the completed form and a copy will be submitted to the Dean of the School of Nursing who after review, will place the form in the student's file. The "INC." may be made up no later than ONE YEAR (12 months) following the end of the term/semester in which it was assigned, or it will revert automatically to an "F" for graded courses (theory) and to an No Credit (NC) for clinical courses.

**AW**

Administrative Withdrawal (AW) is utilized for those students who withdraw from and/or fail a theory course or fail the Drug Dosage Calculation Competency and are automatically dropped from the clinical course based on BRN regulations. It is not a disciplinary action.

Students who fail or withdraw from a theory course are not eligible to continue in the clinical course within the semester and are administratively withdrawn.

Students in Semester 2 who fail or withdraw from any theory course in Session 1 can progress in both theory and clinical in Session 2.

Students in Semester 1 who fail the Drug Dosage Calculation Competency are not eligible to continue in the clinical course. The student must be in satisfactory standing at time of AW.

**MW**

May be assigned to students who are members of an active or reserve military service and who receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade "MW" may be assigned at any time from beginning of the period that "W" may be normally assigned through the end of the course. The "MW" grade shall in no way adversely affect a student's academic record. The "MW" grade shall not be counted in completion ratio or grade point average calculations.

**RD**

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

**WV**

Indicates student was granted waiver of a course requirement.

**Percentage Grading Scale**

A percentage grading scale is used as the method of scoring each quiz, test, examination and/or project during a course whether theory or clinical.

**Grade Percentage**

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

There is no rounding.



*SCHOOL OF NURSING**CATALOG*

---

**Evaluation: Clinical Performance**

Clinical performance evaluations are based on evidence of student achievement of the course's clinical objectives. Clinical objectives will be measured through direct observation (at least 75% of grade). Written reports, care plans, activity sheets, and student contributions in conferences may be used to measure achievement (no more than 25% of grade).

The Clinical Performance Evaluation tool used in each clinical nursing course is a composite of skills and behaviors which will be evaluated. All critical behaviors must be satisfactorily demonstrated in order for the student to receive credit.

Achievement in clinical practice is reviewed with the student periodically during each clinical nursing course. Clinical performance conferences are held by the course instructor with the student throughout the course or rotation. Problem areas are written in anecdotal form, clearly identifying area(s) requiring improvement. A plan for improvement is prepared jointly by the course instructor and student. The student has the right to add any written comments to the original form and a copy, dated and signed by both parties, is given to the student.

At the completion of each clinical course in nursing, written performance evaluation reports are prepared and reviewed with individual students. Student self-evaluation is an integral part of the clinical performance evaluation process.

**Reporting of Grades**

The course instructor is responsible for and has final authority for the assignment of grades to his/her student group.

Grades may not be changed for any reason by any one other than the course instructor.

The course instructor will issue an official grade slip to students after the completion of the course.

**ACADEMIC WARNING, FAILURE AND DISMISSAL****Academic Warning**

Students may be placed on academic warning when their grade average is below 70% in a course and/or clinical performance is unsatisfactory.

Unsatisfactory clinical performance includes, but is not limited to, when the student:

- Does not meet specified course objectives.
- Is unable to correctly apply theory to the clinical area.
- Is unable to safely demonstrate cognitive or motor skills.
- Fails to demonstrate consistency in clinical performance.

*SCHOOL OF NURSING**CATALOG*

---

**Students Utilizing Veteran Affairs (VA) Benefits:**

- Students **will** be placed on academic warning within a course when their grade average is below 70% in a course and/or clinical performance is unsatisfactory.
- Students will be on academic warning (probationary period) for one month. If during the next month the student's grade average is still below 70% in a course and/or clinical performance is unsatisfactory, the student's benefits will be interrupted and the VA will be notified.
- Approval to repeat a failed course or be readmitted to the program will be given only after evidence is shown to the Dean's satisfaction that conditions which caused the unsatisfactory progress have been rectified.

**Academic Failure**

Academic failure occurs when a student:

- Fails to achieve a minimum grade of "C" in a nursing theory course, Credit (Cr) in a general education course or Credit (Cr) in a clinical course
  - If a minimum grade of "C" or "Cr" is not achieved, the student will be allowed to repeat the course
    - A student will be allowed to repeat one failed nursing course (theory or clinical) and one failed general education course
  - The letter or no credit (NC) grade will be entered on the student transcript when a student fails a course. When the failed course is repeated successfully, the original grade of the failed course remains on the transcript
  - The GPA will be adjusted to reflect the passing grade. The failed grade is not counted in the GPA.
- 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.

**Course Repetition**

A student will be allowed to repeat one failed nursing course (theory or clinical) and one failed general education course. A course may only be repeated when the grade received was less than a "C" grade in a nursing theory or general education course, a "NC" in a clinical nursing course or a "WF" in the course. When a student has failed a course, though repeated successfully, the original failure is counted as one failed course.

In computing the grade-point average of a student who successfully repeats a course in which a "D" or "F" grade was received, only the most recently earned grade and grade points shall be used. Nevertheless, the original grade on the academic record shall not be changed or eradicated.

**Change of Class Status**

Students who have not met the standards for advancement will be considered for a change of class status. A change of class status may be requested through the Dean, Administrative/Student Services

*SCHOOL OF NURSING**CATALOG*

---

**Dismissal**

Students will be dismissed from the program for two academic and/or clinical failures.

- When a student achieves a grade of less than “C” in a second course, the student is not eligible to repeat the course and will be dismissed from the program.
- Students who fail a theoretical or clinical course will be provided with guidance counseling.
- Students may be dismissed for professional misconduct.

**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-RN 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) according to the course repetition policy published in the School of Nursing Student Handbook, may file a written petition requesting continuing student status for one semester. Information about filing a written petition may be obtained from the Dean, Administrative and Student Services

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.

**LEAVE OF ABSENCE**

Students may file a written petition requesting a leave of absence 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 which require working prior to resuming the nursing program. The student must be in good academic standing to qualify.

The petition is to be submitted for approval prior to the period of absence. Leaves will be granted for no more than one semester. Evaluation of the request for leave will take into consideration reasons for the leave and plans for returning.

A student who is granted a leave of absence 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 (4) weeks prior to returning.

*SCHOOL OF NURSING**CATALOG*

---

Students who do not return by the approved date are to submit an application for readmission. Readmission will be on a **space available basis** and will fall under the guidelines for readmission.

**WITHDRAWAL AND READMISSION****Withdrawal**

A student who, for any reason, finds it necessary to withdraw from the nursing program, is to do so through the Dean, Administrative and Student Services. The student is to complete the exit interview process. Withdrawal according to procedures and clearance of all obligations will provide the student with a withdrawal in good standing. Failure to comply with this policy means the College may not honor any request for transcripts, letters of recommendation, requests for information, and/or readmission application.

An appointment is made with the Dean, Administrative and Student Services for an exit interview. The interview will include a discussion of the reason for resignation, requirements for readmission and plan for readmission.

The check out procedure form is to be completed within two weeks of withdrawal and submitted to the Office of Educational Services.

Students who withdraw prior to mid-term are eligible for readmission on a space available basis. Students may withdraw from one or all courses during a semester. There will be a limit of two semester withdrawals through out the nursing program.

**Readmission**

A student who has withdrawn 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.

*SCHOOL OF NURSING**CATALOG*

---

**COURSE WITHDRAWAL****Withdrawal for Excessive Absence**

Students may be dropped from a clinical course for failure to attend the first meeting of the course if they have not made prior arrangements with the instructor. Students may be dropped upon faculty recommendation from a clinical nursing course when continuous or cumulative absences exceed the number of hours the class is scheduled to meet in a two week period.

**WITHDRAWAL FOR OTHER CAUSES****Unsafe or Unsatisfactory Performance:**

A student whose classroom or clinical behavior is dangerous to the health and safety of the student, a patient or any other persons may be dropped from the course by the instructor.

**Unsatisfactory Conduct or Behavior:**

A student may be dropped from a course by a course instructor for unsatisfactory conduct related to the course or a class session. This includes, but is not limited to, conduct in the classroom or any clinical setting, on-campus or off-campus. Unsatisfactory conduct includes, but is not limited to, cheating, plagiarism, other forms of academic dishonesty, flagrant violation of the direction of a course instructor and any other actions which are disruptive to the on-going instructional process.

It is expected that the course instructor will counsel the student and provide the student with the opportunity to improve.

In the event the violation is of a severe degree of flagrance, immediate suspension from the class may be in order.

Should the student fail to improve after counseling or immediate suspension is in order a written report will be submitted to the Dean of the School of the School of Nursing. The Dean will review all information available and take the action deemed appropriate. The student will be informed of his/her due process rights if any discipline is imposed.

*SCHOOL OF NURSING*

*CATALOG*

---

**SECTION IV**

**STUDENT RIGHTS and RESPONSIBILITIES**

**STUDENT SERVICES and ACTIVITIES**

*SCHOOL OF NURSING**CATALOG*

---

**STUDENT LEARNING OUTCOMES****Educational Resource Center**

Students:

- Demonstrate knowledge of available learning resources both in print and electronic form and effectively access, retrieve and analyze information. They utilize these resources for personal and professional growth.
- Demonstrate knowledge of skills development resources by accessing the skills lab and use these resources to enhance learning.
- Demonstrate psychomotor skills, critical thinking and communication skills in the skills lab setting to be used in the provision of safe care in the clinical setting to diverse patient populations.

**Office Of Educational Services**

Students:

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

**Financial Aid**

Students:

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

**STUDENT RIGHTS and RESPONSIBILITIES****DUE PROCESS STATEMENT**

Information on procedures for Student Due Process, including a student grievance procedure is given at orientation to newly enrolled students. Information is also available in the Office of Educational Services.

**Student Concerns Related to Specific Courses**

Students are provided the opportunity to express concerns by participation in written course evaluations.

Students may also express concerns and problems in specific courses through discussion with the course instructor.

The procedure for communicating concerns within the educational program is published in the Student Handbook.

*SCHOOL OF NURSING**CATALOG*

---

**Petition for Waiver of School Policy and Regulations**

Policies and regulations have been adopted by faculty, staff, administration and the Board of Trustees to maintain appropriate academic standards and facilitate administration of the School and its educational program. Students who believe that extenuating circumstances may justify the waiver of a College policy or requirement may file a petition with the Dean, Administrative and Student Services, Office of Educational Services. Consideration of petitions will be undertaken by the Petitions Committee.

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

**Informal Resolution Policy and Procedure**

The informal resolution process is available in the event a student feels the need to make a concerted and reasonable effort to resolve the matter on an informal basis in order to obtain redress from the person with whom the student has the dispute.

Disputes which can be addressed through the informal resolution process are related to beliefs of prejudice, capriciousness and will include, but not be limited to, alleged violations of:

- Title IX of the Higher Education Amendments of 1972 (and applicable regulations), including sexual harassment.
- Determination of course grades to the extent permitted by the following provision:

"When grades are given for any course taught at the Los Angeles County College of Nursing and Allied Health, the grade given to each student shall be the grade determined by the course instructor. In the absence of mistake, fraud, bad faith or incompetence, the final grade shall be final."

- Financial Aid matters.
- The "Bill of Rights" for School of Nursing students at the Los Angeles County College of Nursing and Allied Health.

The Student Informal Resolution Policy/Procedure Packet will be given to any student upon request from the Office of Educational Services.



*SCHOOL OF NURSING**CATALOG*

---

**Grievance Policy and Procedure**

The grievance process is available in the event a student is not satisfied with the response or has failed to receive a response from the Informal Resolution Process.

Grievable acts are those believed to be prejudiced or capricious and will include, but not be limited to, alleged violations of:

- Title IX of the Higher Education Amendments of 1972 (and applicable regulations), including sexual harassment.
- Determination of course grades to the extent permitted by the following provision:

"When grades are given for any course taught at the Los Angeles County College of Nursing and Allied Health, the grade given to each student shall be the grade determined by the Course Instructor. In the absence of mistake, fraud, bad faith or incompetency, the grade shall be final."

- Financial Aid matters.
- The "Bill of Rights" for School of Nursing Students at the Los Angeles County College of Nursing and Allied Health.

The Student Grievance Policy/Procedure packet will be given to any student upon request from the Office of Administration.

**Student**

The term student includes a person currently enrolled in the College, a person who has filed an application for admission to the School of Nursing or a former student.

A grievance by an applicant shall be limited to a complaint regarding denial of admission.

Former students shall be limited to grievances relating to the course grades to the extent permitted.

**Ombudsperson**

A person designated as the ombudsperson will be available to assist the student. The ombudsperson will be an employee of the Los Angeles County + University of Southern California Medical Center, but not of the College, selected by the Provost and approved by the Associate Student Body Council.

Provisions will be made to maintain at all times an Ombudsperson as outlined above. The name and location of that individual is available through the A.S.B., Faculty, Office of Administration, and Office of Educational Services.

The functions of the Ombudsperson are to advise the student of rights and responsibilities, assist the student in the preparation of forms and assist all parties in carrying out procedure.

*SCHOOL OF NURSING**CATALOG***STANDARDS OF STUDENT CONDUCT**

The Board of Trustees of the Los Angeles County College of Nursing and Allied Health has adopted specific rules governing student behavior along with applicable penalties for violation of such rules. Students enrolling in the College assume the obligation and are expected to abide by all College regulations.

Disciplinary action may be imposed upon a student by a faculty member and/or an administrator for actions which includes one or more of the following behaviors. The list of behaviors is not exhaustive, but are examples of sufficient causes for disciplinary action.

- Disruption of instructional activity.
- Disorderly conduct, including lewd or obscene behavior.
- Act or threat of damage to and/or the act of, or threat of theft of property.
- Act or threat of physical abuse to any person.
- Act of verbal abuse to any person.
- The sale, knowing possession of, or presence under the influence of alcohol, narcotics or controlled illegal substances as defined in the California statutes, except when legally prescribed.
- Unlawful discrimination or harassment, including sexual harassment or assault.
- Any other conduct that is disruptive to the operations of the College or inconsistent with its regulations, policies and procedures.
- Violation of any of the conduct standards set forth in the School of Nursing Student Handbook or College Catalog.

**Academic Honesty**

Academic honesty includes 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 judgments, 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, intention and what actually occurred. Academic honesty is essential to ensure due process and fair and equal treatment for all faculty and students.

Academic honesty is a mutual responsibility of both faculty and students and includes reporting dishonesty.

Academic dishonest can be, but is not limited to, the following behaviors:

- Cheating during examination
- Fabrication/Lying/Misrepresentation
- Plagiarism/Copyright violations
- Forgery
- Failure to return exam/Scantron
- Copying exam questions
- Removal of exam from testing or review area
- Assisting in acts of dishonesty
- Misrepresentation of the completion of clinical skills

*SCHOOL OF NURSING**CATALOG*

---

- Falsification of documents
- Misuse/Stealing of supplies/Medications
- Illegal or unethical act that endangers patient safety
- Rudeness/Tardiness/Unnecessary absences

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

Students will be oriented to the definition of academic honesty and consequences of academic dishonesty/professional misconduct.

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

**BILL OF RIGHTS FOR NURSING STUDENTS**

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 which are accrued them 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 developed policies and procedures which provide and safeguard the students freedom to learn.
- Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any enrolled course of study.
- Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled, and shall have protection through orderly procedures against prejudiced or capricious academic evaluation.
- Information about students' views, beliefs, and political associations 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 through representation on the Curriculum Committee of the School of Nursing Faculty Organization and by providing input on the course evaluations.
- The College shall have a policy regarding the information contained in the student's permanent educational record, and the conditions of disclosure of records.

*SCHOOL OF NURSING**CATALOG*

---

- Students shall be allowed to invite and to hear any person of their own choosing, within regulations of the school curriculum and of Los Angeles County, thereby taking the responsibility for furthering their education.
- 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 which it considers essential to its educational mission and community life.
- Disciplinary proceedings shall be instituted for violations of standards of conduct formulated with student participation and published in advance in the catalog. It is the responsibility of the student to know these standards of conduct.
- Adequate safety precautions shall be provided by the Medical Center and will be stated in the Student Handbook (see Bomb Threats, Earthquakes and Fire Regulations).
- Students shall have the right to review and discuss the grading system with course instructor for clarification.

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTIFICATION**

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Dean, Administrative and Student Services or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

*SCHOOL OF NURSING**CATALOG*

---

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A College official is a person employed in the College by the County of Los Angeles in an administrative, supervisory, academic or research, or support staff position (law enforcement unit personnel and health staff are included); a person or company with whom the County has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Los Angeles County College of Nursing and Allied Health to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **STUDENT SERVICES and ACTIVITIES**

### **ORIENTATION**

Student services are introduced to all new Semester One students and Advanced Placement students during their orientation. Transfer students are informed of student services by the Dean, Administrative and Student Services.

### **COUNSELING SERVICES**

Students needing counseling services will need to make an appointment with the Student Health physician for appropriate follow-up or referral.

*SCHOOL OF NURSING**CATALOG*

---

**SPECIAL SERVICES FOR DISABLED STUDENTS**

The College will provide reasonable accommodations for students with verified disabilities. Contact the Dean, Administrative and Student Services for further information.

**PSYCHOLOGICAL TESTING**

The Dean, Administrative and Student Services will counsel and refer students to outside agencies as needed.

**LEARNING ASSISTANCE**

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

**CARLSON SKILLS CENTER**

Students are encouraged to practice skills in the simulation laboratory in addition to their regularly scheduled class times. Appointments to use the lab and for supplemental instruction such as math skills can be scheduled with faculty.

**COMPUTER CENTER**

The computer center offers computer assisted learning programs designed to augment and support both classroom and clinical experiences. Offerings include tutorials, practice and interactive video instructional programs. Hours are posted for each semester and appointments are available.

**LIBRARY SERVICES**

The library is located in the Educational Resource Center and serves the needs of the students and faculty. The Medical Center's libraries are available within the Medical Center complex. Library hours are posted. The telephone is (323) 226-6521.

**EDUCATIONAL FACILITIES****Los Angeles Campus:**

The School of Nursing is located on the premises of the LAC+USC Medical Center which combines classrooms, conference rooms, nursing skills laboratory, media, library and offices.

*SCHOOL OF NURSING**CATALOG*

---

**Other Clinical Sites:**

Clinical experiences are also offered at other Los Angeles County facilities including Olive View, Harbor-UCLA and Rancho Los Amigos National Rehabilitation Medical Centers.

**FINANCIAL AID**

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

**Student Eligibility**

The eligibility criteria for most types of financial aid are:

- be enrolled as a matriculated student;
- be enrolled on at least a half-time basis (6 units);
- be a United States citizen or national, or eligible non-citizen;
- maintain measurable satisfactory academic progress according to the standards and practices established by the College;
- sign a statement certifying that all financial aid funds will be used only for expenses related to study at the Los Angeles County College of Nursing and Allied Health;
- not owe a refund on any Title IV grant or be in default on any Title IV loan previously received for attendance at any postsecondary institution; and
- comply with the selective service compliance requirements.

**Application Procedures**

Students seeking financial assistance from any need-based financial aid program are to file the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA application may be obtained from the College Financial Aid Office, other postsecondary institutions, libraries, or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The forms are to be submitted to the College's Financial Aid Office include:

- College's Supplemental Financial Aid Application.
- A copy of the original Student Aid Reports if requested. This is the form that will be returned to the applicant after he/she submits the FAFSA to a processor.
- If requested, other documentation, i.e., federal income tax return, child support or child care documentation, etc.

*SCHOOL OF NURSING**CATALOG*

---

**Types of Financial Aid****Tuition Agreement Contract Program**

The County of Los Angeles makes available to all enrolled students, a deferred tuition payment plan to help defray a portion of the educational expenses. A student may defer over 40% of the tuition charges each semester throughout the program. Upon graduation, the graduate has two options:

**OPTION A—Service Payback:** Become employed as a Registered Nurse at the LAC+USC Medical Center or Olive View - UCLA Medical Center.

The Service Payback Option will reduce the entire amount deferred at a rate of approximately \$300.00 per month commencing with the 13th month of employment.

**OPTION B—Loan Repayment:** Pay the deferred amount over a period not to exceed two years at a rate of 5% interest. Upon graduation, repayment begins immediately following the expiration of a 4 months grace period.

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

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

**Grants/Scholarships**

These Federal Programs are available to students for the period of time required to complete the first undergraduate degree.

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

These grants provide money to help defray the cost of education for students of American Indian heritage.

- Bureau of Indian Affairs Grant (BIA).

These grants are awarded by the State of California to California residents who meet the overall eligibility requirements, as well as the academic and financial criteria. Applicants are to file a FAFSA early March each year and may be required to complete a supplemental application.

- Cal Grant A, B, and C Programs.



*SCHOOL OF NURSING**CATALOG*

---

**Private Scholarships**

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

The scholarship programs available to students are:

- **A. Nienstedt Scholarship**
- **Council of Black Nurses of LA Scholarship**
- **Highland Park Ebell Club Scholarship**
- **Kaiser Permanente R.N. Nursing Scholarship**
- **Mabel Wilson Richards Scholarship**
- **Mary Berne-Wilshire Scholarship**
- **Maud Robinson Scholarship.**

**Loans**

The following loan programs are administered by the School of Nursing and require repayment with interest:

- Federal Perkins Loan. This low interest loan is awarded based on the availability of funds and financial need.
- Federal Subsidized Stafford Loan. This loan program is available to students who demonstrate financial need, through participating banks, credit unions, and savings and loan institutions.
- Federal Unsubsidized Stafford Loan. This program is available to independent and dependent students who meet all of the requirements for financial aid, except demonstration of financial need, through participating banks, credit unions, and savings and loan institutions.
- Parent Loans for Undergraduate Students (PLUS). This loan program is available to parents who wish to borrow for their dependents through participating banks, credit unions, and savings and loan institutions.

**Employment**

- Federal Work-Study Program

This federal program provides an opportunity for students to earn a portion of their college expenses as part of the financial aid award. Employment will not exceed an average of 20 hours per week while classes are in session and 30 hours during other periods.

*SCHOOL OF NURSING**CATALOG*

---

- **Student Employment Programs**

Opportunities for student employment may be available at the LAC+USC Medical Center or ValleyCare Olive View - UCLA Medical Center. Employment information and applications are available at each Medical Center's Nursing Recruitment and Retention Office or Nursing Resource Center.

**Department of Veteran Affairs (DVA) Educational Assistance**

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

**Financial Aid Information**

For detailed financial aid information, contact the Financial Aid Office at (323) 226-4911.

**Student's Repayment Policy/Financial Obligations**

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

**STUDENT HEALTH SERVICES**

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

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

**Research Subjects**

Students may not be subjects for the purpose of research unless authorized by the Dean of the Nursing programs.

*SCHOOL OF NURSING**CATALOG*

---

**Clinic Services****Los Angeles Campus**

Students who become ill during a class are to inform the course instructor and/or Office of Educational Services prior to obtaining services at the LAC+USC Medical Center.

Students who become ill after clinic hours may go to the Department of Emergency Medicine at the Medical Center or to their own physician for treatment.

The student is responsible for the cost of the Emergency Room visit.

**Injury or Illness to Student**

All class or clinical accidents and exposure to a communicable disease are to be reported promptly so that initial treatment can be implemented.

**Impaired Student Nurse**

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 regarding nursing students impaired by alcoholism, drug abuse, and emotional illness. (Guidelines adopted by the Board of Registered Nursing, 1984).

BRN Guidelines for Schools of Nursing in dealing with the matter of nursing students impaired by alcoholism, drug abuse, and emotional illness are published in the Student Handbook.

Nursing students 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 educational activities and will be immediately referred to appropriate support services.

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.

**Student Responsibility**

Students are required to:

- Seek diagnosis and treatment for chemical dependency/mental illness
- Provide evidence of treatment/rehabilitation and readiness to resume the nursing program.

Student will provide proof of treatment and readiness to resume studies to Dean Administrative and Student Services and Semester Coordinator prior to being allowed to return to the program.

*SCHOOL OF NURSING**CATALOG*

---

**DRESS CODE**

It is expected that students' attire while on the College campus or on hospital grounds will reflect a high regard for self as well as respect for others. Therefore, the choice of clothing is to support the standard of self-esteem and consideration of another's perspective of a professional person.

Identification badges/building access card key, LAC+USC Medical Center or identification badges, ValleyCare Olive View - UCLA Campus are to be worn on pocket of uniform or non-uniform clothing at all times. If LAC + USC Medical Center identification is lost, a new identification badge can be ordered by obtaining authorization from the Office of Educational Services before reporting to the Office of Human Resources at 5555 Ferguson Dr. City of Commerce (90022) (323) 890-8382. A fee of \$25.00 will be charged for the replacement of the badge. For Olive View Campus, contact assigned faculty at campus regarding replacement.

Selection of the School of Nursing uniform is the prerogative of the student body with the approval of the College administration. The responsibility for maintaining the uniform standard is the joint responsibility of the student body and the faculty.

Information about equipment needed for the clinical area is available during orientation and is published in the School of Nursing Handbook.

**STUDENT ACTIVITIES**

Official School of Nursing functions are the responsibility of the College. The participation of students are planned for, and encouraged in:

- All activities related to graduation.
- Activities of a public relations nature, such as recruitment.

Associated Student Body (A.S.B.) functions held on the campus are the primary responsibility of students with guidance given by the faculty advisor. These functions may be class activities, International Night or other A.S.B. functions.

Social activities held off the campus are the primary responsibility of the group involved.

- Faculty advisors are to be utilized as resource persons and liaison to faculty. Faculty advisors are not responsible to attend or chaperon such activities.
- Activities outside the school involving only groups of students will not be identified publicly as a School of Nursing activity.

*SCHOOL OF NURSING**CATALOG*

---

**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 Associated Student Body. All School of Nursing students are members of the Associated Student Body.

**California Nursing Students Association (CNSA)**

The objectives and purposes of this association shall be to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life; to have direct input into standards of nursing education and influence the education process; to influence health care and nursing education and practice through legislative activities as appropriate; to promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues; to represent nursing students to the consumer, to institutions, and other organizations; to encourage and promote opportunities for underrepresented students in nursing and in CNSA; to promote and encourage students' participation in interdisciplinary activities; to promote and encourage collaborative relationships with ANA/California and the California League for Nursing, as well as all the other nursing and health-related organizations.

**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.

**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.

*SCHOOL OF NURSING**CATALOG*

---

**SCHOOL OF NURSING STUDENT HANDBOOK**

Explanations of many aspects of the School of Nursing including detailed information concerning policies and procedures are published in the Student Handbook. All new students receive a copy of the Student Handbook.

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

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

**COMMENDATIONS**

Recognition is granted to students for excellence in meeting college academic standards.

The School of Nursing awards are:

- Philathian Honor Society
- Director's List/Director's List Lifetime Membership
- Faculty Achievement Awards
- Annie M. Yates Award
- Carol Kelly Memorial Scholarship Award.

Additional information about the awards is available through the Office of Educational Services and is published in the School of Nursing Student Handbook.

**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 encouraged to join the Association.

**SECTION V**

**EDUCATIONAL PROGRAM**

*SCHOOL OF NURSING**CATALOG*

---

**THE ASSOCIATE OF SCIENCE DEGREE: NURSING**

The program of study leading to the Associate Degree in Science requires (1) an in-depth study of nursing (the major), and (2) a broad exposure to other areas of learning (the general education requirements).

Upon satisfactory completion of requirements, a student at the Los Angeles County College of Nursing and Allied Health will be granted an Associate Degree in Science. Responsibility for filing a petition for graduation rests with the student and all transcripts for high school and prior college work attempted are to be on file for the petition to be considered. When graduation requirements are revised, a student with continuous enrollment may graduate under the new requirements or the requirements in effect at the time of student's initial enrollment.

**SCHOOL OF NURSING 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.

**STUDENT LEARNING OUTCOMES****School of Nursing Students:**

- Develop essential competencies of a beginning practitioner in the provision and management of care of professional licensure.
- Successfully complete all required courses of the program in the specified time period and are eligible to take the NCLEX-RN examination
- Receive a passing score on their NCLEX-RN examination

**SCHOOL OF NURSING PHILOSOPHY****THE FACULTY BELIEVE:**

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

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

**HEALTH** is a dynamic and everchanging state of system stability. Health exists at various changing levels that are on a continuum from wellness to illness. Man 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, man assumes an active role in meeting his own health care needs.



*SCHOOL OF NURSING**CATALOG*

---

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

**EDUCATION** is a dynamic, life long process that promotes and maximizes both personal and professional development. Education provides a system for the intellectual, emotional and social growth of the individuals through formal learning. 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. It is imperative that the educational system provide the learner a base upon which to build understanding of our culturally and ethnically diverse society.

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

**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.

**Program Objectives**

Upon completion of the program, the student, as a beginning practitioner in the provision and management of nursing care:

1. Demonstrates awareness and respect for diverse values and beliefs.
2. Formulates patient care decisions using critical thinking skills based upon pattern recognition with innovative, appropriate responses for effective planning, delivery and evaluation of care.
3. Applies the nursing process in caring for patients with simple or complex health problems to achieve optimal wellness in health care settings.
4. Collaborates with individuals, families, groups, community, colleagues and members of other health care disciplines to achieve cost effective and quality outcomes.

*SCHOOL OF NURSING**CATALOG*

---

5. Demonstrates accountability as a member of a discipline for practicing nursing within legal, ethical, and professional standards and as a contributing member of society.
6. Utilizes patient education as a primary, secondary and/or tertiary activity to promote self-managed health care.
7. Communicates effectively and appropriately when interacting with individuals, families, groups and communities in the practice of nursing.

**PHILOSOPHY OF GENERAL EDUCATION****Faculty Believe That**

The curricular framework of the School of Nursing, with its integrated concepts, organizing principles and unifying theme, is based upon theoretical formulations derived from related disciplines and gives direction to the general education component of the nursing program. Selection of courses from the biological, behavioral, social sciences and humanities provide the student with a common body of knowledge, ideas, cultural traditions and modes of perception. This general education matrix contributes to, and supports the student's ability to analyze, understand and modify experiences both in the study of nursing and within a more global setting.

The nurse prepared with a broad-based general education is better able to synthesize empirical knowledge, make critical judgments and generate wise decisions. The quality of his/her professional nursing practice is enhanced through the skillful use of management principles, leadership ability and knowledge of the political-societal system. Professional values interrelated with moral, ethical and legal issues are incorporated into nursing practice. The broadly educated nurse is prepared to participate in various roles that will be necessary to meet the health care needs of individuals in a rapidly changing society.

## **SECTION VI**

- **CURRICULA**
- **ANNOUNCEMENT OF COURSES**

*SCHOOL OF NURSING**CATALOG***REQUIREMENTS FOR THE ASSOCIATE DEGREE IN SCIENCE - NURSING**

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

**I. General Criteria**

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

**II. Advanced Placement - LVN Option I**

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

**III. Unit Requirement**

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

**GRADUATION ELIGIBILITY REQUIREMENTS**

Graduation eligibility requirements include the following:

- A minimum grade of "C" in nursing theory and general education courses.
- "Cr" in all clinical nursing courses.
- A 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.

**SCHOOL OF NURSING****CATALOG**

---

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).

The Thirty Unit Option (Option II) must complete the exit checklist.

**GENERIC PROGRAM****College Level Prerequisites**

Human Anatomy including laboratory (minimum of 4 semester units)

Human Physiology including laboratory (minimum of 4 semester units)

Microbiology 20

English 101

Psychology 41

**Required General Education Courses**

A student may complete the required general education courses listed below prior to beginning the program.

Sociology 1

Physical Education, 1 unit

Speech 101

United States History or Political Science or equivalent

Humanities requirement, 3 units

**Required Nursing Courses**

Detailed description of courses is under Announcement of Courses

**SEMESTER 1 - Course Titles**

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

**SEMESTER 2 - Course Titles**

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

*SCHOOL OF NURSING**CATALOG***SEMESTER 3 - Course Titles**

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

**SEMESTER 4 - Course Titles**

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

**ADVANCED PLACEMENT PROGRAMS****LVN - Option I****Required General Education Courses**

The courses may be completed prior to or during the program. See Section II in this Catalog for prerequisite course requirement.

Physical Education, 1 unit

Speech 101 or equivalent

United States History or Political Science or equivalent

Humanities requirement, 3 units

**Required Nursing Courses**

Detailed description of courses is under Announcement of Courses

N125 Nursing Transition

**SEMESTER 3 - Course Titles**

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

**SEMESTER 4 - Course Titles**

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

**LVN Option II (30 Unit Option - Non-Graduate)**

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

**SCHOOL OF NURSING****CATALOG****This curriculum sequence is to be followed for the 30 unit option course:**

Nursing 125 - Transition Course ..... 2.0 units.

Available Summer Session only. Graded Pass/Fail

- Completion of the following courses in nursing theory with a minimum grade of "C" and a "Cr" in the clinical laboratory courses:

**REQUIRED COURSES****SEMESTER 3 - Course Titles**

N232 Specialized Nursing Role ..... 1.0 units

N233 Intermediate Medical-Surgical & Psychiatric Nursing ..... 3.0 units

N233L Intermediate Medical-Surgical & Psychiatric Nursing Clinical ..... 6.0 units

**SEMESTER 4 - Course Titles**

N242 Nursing Role in Leadership, Management, Current  
Issues and Gerontology ..... 2.0 units

N243 Advanced Medical-Surgical & Gerontology Nursing ..... 2.0 units

N243L Advanced Medical-Surgical & Gerontology  
Nursing Clinical ..... 6.0 units

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

**CERTIFIED NURSING ASSISTANT**

After the completion of semester 1 nursing courses, students are eligible to take the Certified Nursing Assistant Exam.

Students interested in taking the examination are to contact the Dean, Administrative and Student Services, Office of Educational Services for the application procedure.

**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.

*SCHOOL OF NURSING**CATALOG***ANNOUNCEMENT OF COURSES****CURRICULUM AND COURSE DESCRIPTIONS**

The School of Nursing offers a two year Associate of Science Degree Program in Nursing with Advanced Placement options that prepare students for entry level practice. The philosophy and objectives of the educational program give direction to the development and implementation of the curriculum.

The design of the generic program is planned in two levels of progression that are related to the objectives of the educational program. Semesters 1 through 4 include both nursing and general education course requirements.

Curriculum development and revision is based on changing needs of students, patients, and the community. Students consistently participate in the evaluation of the program. The faculty of the School of Nursing periodically review and revise the philosophy, objectives, and curriculum in order to maintain a current and effective program of study.

The curriculum is planned to enable the student who has completed the educational requirements to qualify for the Associate of Science Degree in Nursing from the School of Nursing upon graduation.

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

**COURSE NUMBERING SYSTEM**

Classification I - Courses Designated 111-113L:

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

Classification II - Courses Designated 121-124L:

Semester 2 consists of one eighteen (18) week semester. This includes eleven (11) units of nursing course work (theory and clinical) and four (4) units of general education.

- Nursing 125 consists of one six (6) week course and two (2) units of nursing. This course is designed for Advanced Placement and transfer students.

Classification III - Courses Designated 231-233L:

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

Classification IV - Courses Designated 242-243L:

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



SCHOOL OF NURSING

CATALOG

**CURRICULUM PLAN**  
*Effective Fall 2011*

**For the Basic (Generic) Program**

SEMESTER 1 - Course Titles

Semester Units

	Theory	Laboratory
N111 Nursing Pharmacology	1.0	
N112 Introduction to Professional Nursing Role	1.0	
N113 Introduction to Medical-Surgical Nursing	4.0	
N113L Introduction to Medical-Surgical Nursing Clinical Nutrition (Elective)	(3.0)	4.0
	<hr/>	<hr/>
	6.0	4.0

SEMESTER 2 - Course Titles

Semester Units

	Theory	Laboratory
N121 Nursing Pharmacology	1.0	
N122 Interdisciplinary Nursing Role	1.0	
N123 Medical-Surgical Nursing	2.0	
N123L Medical-Surgical Nursing Clinical		2.5
N124 Maternal-Child Nursing	2.0	
N124L Maternal-Child Nursing Clinical		2.5
* Sociology I Introduction to Sociology	3.0	
* Physical Education	1.0	
	<hr/>	<hr/>
	10.0	5.0

SEMESTER 3 - Course Titles

Semester Units

	Theory	Laboratory
N231 Nursing Pharmacology	1.0	
N232 Specialized Nursing Role	1.0	
N233 Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
* Speech 101 Oral Communication	3.0	
	<hr/>	<hr/>
	8.0	6.0

SEMESTER 4 - Course Titles

Semester Units

	Theory	Laboratory
N242 Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243 Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L Advanced Medical-Surgical & Gerontology Nursing Clinical		6.0
* United States History or Political Science	3.0	
* Humanities Requirement	3.0	
	<hr/>	<hr/>
	10.0	6.0

Total Nursing.....(Theory 19.0, Clinical 22.0)	41 units
General Education (including prerequisites)	31 units
Total	72 units

*SCHOOL OF NURSING**CATALOG*

Theory Hours .....1 unit theory = 1 hour classroom learning a week for 18 weeks.

Laboratory Hours .....1 unit laboratory = 3 hours laboratory experience a week for 18 weeks.

\* General Education courses to be taken at ELAC or other U.S. accredited community college, or university during or prior to semester indicated.

† The Clinical laboratory course has to be taken concurrently with or subsequent to the nursing theory courses in the level.

**COURSE OF INSTRUCTION OFFERED THROUGH THE  
LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**FIRST YEAR**

**Level I - Semester 1**

Semester 1 consists of one eighteen (18) week semester. This level includes ten (10) units of nursing course work. Nursing courses are planned to reflect the conceptual framework of the School which is based on the Neuman Systems Model. The nursing courses build on scientific foundations. The general education courses which are prerequisite and those required in Semester 1 provide knowledge that will support concepts presented within the nursing curriculum and serve as foundation content for understanding human functioning and social behavior.

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

Prerequisite: Admission to the Program

This is an introductory course designed to serve as a foundation for the integration of pharmacology content into subsequent nursing courses. The student is introduced to the general aspects of drug standards, legislation, action and classification necessary to understand the role of drug therapy in the management of clients with common health problems. The major classification of drugs studied are drugs affecting the central nervous system, autonomic nervous system, antimicrobials, and the immune system. The nurse's role and responsibility related to safe administration of drugs, including standard methods of dosage calculation, are emphasized throughout this course.

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

*SCHOOL OF NURSING**CATALOG*

---

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

(Theory: 1.0 unit)

Prerequisite: Admission to the Program

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

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

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

(Theory: 4.0 unit)

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

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

Student Learning Outcome N113: Student will show competency in accurately identifying the application of nursing assessment and appropriate medical surgical interventions to include health teaching and health promotion needed to render care to patients with common adult health problems.

*SCHOOL OF NURSING**CATALOG*

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

(Laboratory 4.0 units)

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

This clinical course provides the student with opportunities to apply semester 1 theoretical content. The focus of the nursing process is on assessment of the adult client and applications of nursing interventions for non-critically ill patients. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman System Model are utilized in assessing basic human responses. Selected methods of health promotion and health maintenance are practiced in a skills laboratory and applied both in acute care and ambulatory care setting. The student has an opportunity to practice basic psychomotor and communication skills and utilize an established plan of care.

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

### **Level I - Semester 2**

Semester 2 consists of one eighteen (18) week semester. This level includes eleven (11) units of nursing and four (4) units of general education. Nursing courses are planned to build on Semester 1 courses and introduce content related to adults throughout the lifespan. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester II provide knowledge and theories that support concepts presented within the nursing curriculum and serve as content for further understanding of human functioning, communication, and human interaction.

N121 Nursing Pharmacology..... 1 unit

(Theory 1 unit)

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

This course builds on the content presented in Nursing Pharmacology 111. The major classification of drugs studied are those affecting the endocrine system, the respiratory system, the digestive tract, and drugs used to treat infection. This course emphasizes nursing responsibilities related to the safety and appropriate use of medications in caring for all patients with special consideration to the childbearing and pediatric patient. This course will also discuss the role of the nurse as to education of patients and their families regarding medication administration.

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

*SCHOOL OF NURSING**CATALOG*

N122 Interdisciplinary Nursing Role ..... 1 unit  
(Theory 1 unit)

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

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

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

N123 Medical-Surgical Nursing ..... 2.0 unit  
(Theory: 2.0 unit)

Prerequisite: ...Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N123L.

This course consists of content related to common health problems building on content from previous semester with emphasis on physiological problems of the adult. Content related to regulation and metabolism; digestion, nutrition and elimination, genitourinary and reproductive problems gynecological problems, tissue perfusion and oxygenation and fluid/electrolyte imbalance are included in this course. Nursing process, Collaboration, Accountability, Communication, Education, Decision Making, and Social Cultural sensitivity are utilized as the basis for content presentation.

Student Learning Outcomes N123: Students competently identify the application and implementation of appropriate medical/surgical interventions needed to provide care to adult clients with common health problems in a variety of health care settings.

N123L Medical-Surgical Nursing Clinical .....2.5 units  
(Laboratory 2.5 units)

Prerequisite: ...Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N123.

This clinical course provides the student with opportunities to build on semester 1 and apply semester 2 theoretical content. The application of the nursing process in the care of acute patients. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman System Model are utilized in formulation, implementation, and evaluation of a plan of care. Methods of health promotion and health maintenance are applied in the acute setting. The student participates as a member of the health care team and applies collaborative communication techniques, teaching-learning principles in regards to health promotion and legal-ethical decision making in clinical practice.

*SCHOOL OF NURSING**CATALOG*

Student Learning Outcome N123L: Students identify, apply, and safely integrate legal-ethical decisions and communication skills in providing care for culturally diverse patients in acute care settings utilizing the fundamentals of the nursing process.

N124 Maternal-Child Nursing .....2 units

(Theory: 2 units)

Prerequisite: ...Completion of all Semester 1 courses or equivalent with a satisfactory grade and concurrent enrollment in N124L.

This course consists of content related to Maternal-Child assessments, promotion and maintenance for optimal family health. The major health issues and problems affecting the perinatal client/neonate and children during infancy through adolescence will be covered. Content related to digestion, nutrition, and elimination, reproduction, pregnancy and delivery, congenital versus acquired developmental, psychosocial adaptation and protection problems are included in this course. Growth and development concepts will be integrated throughout. Nursing Process, Collaboration, Accountability, Communication, Education, Decision Making, and Social Cultural sensitivity are utilized as the basis for content presentation.

Student Learning Outcome N124: Students competently identify the application and implementation of the nursing process in providing care to perinatal/neonate clients and children from infancy through adolescence with major health issues in acute care settings.

N124L Maternal-Child Nursing Clinical .....2.5 units

(Laboratory 2.5 units)

Prerequisite: ...Completion of Semester 1 requirements or equivalent with a satisfactory grade and concurrent enrollment of N124.

This clinical course provides the student with opportunities to build on semester 1 and apply semester 2 theoretical content. The application of the nursing process is applied in caring for patients from conception through adulthood. The physiological, psychological, sociocultural, developmental and spiritual variables as identified in the Neuman System Model are utilized in formulation, implementation and evaluation of a plan of care. Methods of health promotion and health maintenance are applied in obstetrical, pediatric, and community settings. The student participates as a member of the health care team and applies principles of interaction, teaching-learning and patient advocacy.

Student Learning Outcomes N124L: Students apply and safely integrate the nursing process, legal-ethical behaviors, patient advocacy, sociocultural variables, and effective communication in the collaborative care of childbearing women, neonates, children and their families in acute care settings.

*SCHOOL OF NURSING**CATALOG*

N125 Nursing Transition Course .....2 units

Prerequisites: Admission to advanced placement for:

- LVN Option I - Career Mobility Program
- LVN Option II - Non-Diploma
- Foreign Nurse Graduates
- Transfer Students
- Other Advanced Placement Students
- Returning Students

This is a course that introduces the student to the School's conceptual framework of the Neuman Model as a supporting structure for curriculum presentations. The nursing process is presented by focusing on each step (assessment, diagnosis, planning, implementation, evaluation). The assessment phase will include a method of data collection and process for formulating nursing diagnoses. The various roles of a professional nurse including the scope of practice involving the dynamics of role change from L.V.N. to R.N. Content related to fluid and electrolytes; mobility; digestion, nutrition, and elimination; psychosocial adaptations; pregnancy and delivery; congenital versus acquired developmental problems are incorporated in this course. Historical perspective, legal issues/parameters, ethical decision-making are summarized.

Clinical experiences offer the students an opportunity to review skills and learn new skills which are expected of the registered nurse student. The focus of the clinical component will be in the medical-surgical area.

Student Learning Outcomes N125:

- 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.
- Utilize the nursing process, concepts of individualized care, advocacy, and sociocultural sensitivity in providing care to patients in the medical surgical area, incorporating critical thinking, professionalism and ethics through demonstration, oral and written presentations.

### **Level II - Semester 3**

Semester 3 consists of one eighteen (18) week semester. This level includes eleven (11) units of nursing and three (3) units of general education. Nursing courses are planned to build on Semester 1 and Semester 2 courses and introduce content related to family health and groups with special health care needs and evaluating patients with more complex health problems. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester 3 provide knowledge to further understanding of and skill in communication and human interaction.

*SCHOOL OF NURSING**CATALOG*

N231 Nursing Pharmacology..... 1 unit

(Theory: 1.0 unit)

Prerequisite: ...Completion of Course Requirements for Semesters I and II.

This course builds on basic pharmacological principles to develop an understanding of the clinical use of pharmacological agents. This course will provide students with an understanding of pharmacotherapeutics for selected disease states, which can be applied in the clinical setting. Emphasis will be on geropharmacology, psychotropic drugs, cardiovascular drugs, immunosuppressants, antiepileptics, drugs affecting the autonomic and central nervous systems.

Student Learning Outcome N231: 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..... 1 unit

(Theory: 1.0 unit)

Prerequisite: ...Completion of Level I Courses

This course examines the role of the nurse as a manager for a group of patients and in the specialized settings of mental health, family health disaster, and ambulatory care. The impact of legal/ethical issues, regulatory agencies and end of life issues on nursing practice is explored. The concepts of decision making, education sociocultural awareness in specialized settings are reviewed.

Student Learning OutcomesN232: Students competently identify the application, implementation, and analysis of the principles of goal-oriented communication needed to establish professional and therapeutic relationships in advocate for culturally diverse individuals, families and groups in specialized settings.

N233 Intermediate Medical-Surgical Nursing.....3 units

(Theory: 3 units)

Prerequisite: ...Completion of Level I Courses and concurrent enrollment in N233L.

The course consists of content related to individuals with acute health problems with emphasis on environmental stressors affecting the physiological, psychological and sociocultural factors. Content related to psychosocial adaptations, oxygenation, acid-base imbalance, and tissue perfusion are included in this course. Nursing Process, Collaboration, Accountability, Communication, Education, Decision-Making and Sociocultural Sensitivity are concepts utilized as the basis for content presentation. The nursing focus for this course is on developing and evaluating outcomes for the patients with complex health problems.



*SCHOOL OF NURSING**CATALOG*

Student Learning Outcome N233: Students competently identify the application, implementation and analysis of appropriate medical surgical interventions needed to provide care to patients with acute and complex health problems in the acute, ambulatory and psychiatric care settings through critical thinking and professional nursing judgment in collaboration with the health care team.

N233L Intermediate Medical-Surgical Nursing Clinical ..... 6 Units

(Laboratory: 6 units)

Prerequisite: ...Completion of Year I requirements and concurrent enrollment in N233.

This clinical course provides the student with opportunities to apply semester 3 content and build on year I theoretical content. The application of the nursing process as a manager for group of patients and in a specialized setting is implemented. Experiences allow the students to perform health promotion activities and apply concepts of legal ethical, regulatory agencies and end of life issues in the clinical setting. The use of decision-making, education and sociocultural awareness are implemented in the clinical setting.

Student Learning Outcomes N233L: Students incorporate concepts of professional role development through collaboration with members of the multidisciplinary health care team in planning and providing 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.

## **Level 2 - Semester 4**

Semester 4 consists of one eighteen (18) week semester. This level includes ten (10) units of nursing and six (6) units of general education. Nursing courses are planned to build on Semesters I, II, and III courses. Content relates to community health nursing and acute and chronic multisystem conditions affecting man in the late adult years. The nursing courses continue to build on scientific foundations utilizing the Neuman Systems Model. The general education courses required in Semester 4 provide knowledge to promote understanding of human social systems.

N242 Nursing Role in Leadership, Management, Current Issues and Gerontology ..... 2 units

(Theory: 2 units)

Prerequisite: ...Completion of Semester 3 requirements

This course explores specific issues in the delivery of health care including resource management, access to care, community based nursing, federal, and state health care regulations and accreditation systems, consumerism and the impact of a burgeoning elderly population. Leadership styles and management principles used in the supervisory nursing role are explored. Working with culturally diverse community aggregates including the gay, lesbian and transsexual community and the medically underserved is discussed. An introduction to career planning and discussion related to professional issues, rights and responsibilities is presented.

*SCHOOL OF NURSING**CATALOG*

Student Learning Outcome N242: Students competently identify the implementation and analysis of nursing responsibility, accountability, and the integration of leadership principles and management strategies needed to direct high quality patient care in diverse community and acute care settings with focus on the elderly.

N243 Advanced Medical-Surgical & Gerontological Nursing.....2 units

(Theory: 2 units)

Prerequisite: ...Completion of Semester 3 requirements and concurrent enrollment in N243L

The courses consists of content related to individuals with acute and chronic health problems with emphasis on multi-stressors and chronicity. Content related to protection, digestion, nutrition and elimination; and mobility, sensation and cognition are included in this course. Nursing Process, Communication, Education, Decision-Making and Sociocultural Sensitivity are utilized as the basis for content presentation. Nursing focus for this course is on developing and evaluating outcomes for the patients with acute or chronic multi-health problems.

Student Learning Outcome N243: Students competently identify the implementation and analysis of nursing process and integration of advanced medical/surgical and gerontological nursing Care principles needed in managing the care of patients in situations involving multi system health problems within various healthcare settings.

N243L Advanced Medical-Surgical & Gerontological Nursing Clinical.....6 units

(Laboratory: 6 units)

Prerequisite: ...Completion of Semester 3 requirements and concurrent enrollment in N243.

This clinical course provides the student with opportunities to build on past learning and apply semester 4 theoretical content. The nursing process focuses on the provision of nursing care for patients with multisystem problems and various groups within the community. Gerontological concepts are incorporated in the acute care and long term setting. The role of the nurse as a leader and manager in a health care organization is practice within the clinical setting.

Student Learning Outcomes N243L: Students incorporate sound leadership principles according to the standards of competent performance in planning, managing, and delivering health care using a collaborative interdisciplinary approach including delegation and supervision of nursing care being delivered by others in a diverse healthcare setting.

*SCHOOL OF NURSING**CATALOG***REQUIRED COURSES OFFERED THROUGH AFFILIATION WITH EAST LOS ANGELES COLLEGE OR THROUGH OTHER U.S. ACCREDITED COLLEGES/UNIVERSITIES**

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

(Theory: 3 units; Laboratory: 1 unit)

This course includes a study of the gross structure and function of the human body. Dissection of the cat is made in the laboratory and comparison is made with human structures. The sheep's heart and brain and the cow's eye are used for dissection in the laboratory to supplement the study of cat tissues. The interrelationship of anatomy with other biological and other science disciplines is emphasized.

Physiology I - Introduction to Human Physiology .....4 units

(Theory: 3 units; Laboratory: 1 unit)

The functions of the human body are studied; both normal and abnormal conditions are considered. Microscopic examination of selected organs and tissues included. Laboratory measurements are performed using humans and appropriate laboratory animals such as frogs.

Sociology I - Introduction to Sociology or equivalent.....3 units

(Theory 3 units)

This is a general introduction to the subject matter, basic concepts and techniques of sociology as a behavioral science. Patterns of human social behavior in our own and other societies are analyzed.

Microbiology 20 - General Microbiology or equivalent.....4 units

(Theory: 3 units; Laboratory: 1 unit)

Prerequisite: ...Successful completion of a one year high school chemistry course or a one semester college chemistry course with laboratory.

This course deals with the major, fundamental principles of microbiology. Attention is given to the scope of microbiology, the nature of microorganisms and selected aspects of molecular biology, microbial metabolism and genetics. In addition, representative infectious diseases, including AIDS, the nature of the disease process, immunity and control of communicable diseases are also covered. Procedures for and maintenance of disinfection and sterilization are emphasized throughout the course. Features of the industrial uses of microorganisms and current findings related to genetic engineering and microbial interferon and hormone production are discussed.

Physical Education Activity..... 1 unit

(See School Catalog for listing and description of available activities.)

*SCHOOL OF NURSING**CATALOG*

41 Life-Span Psychology: From Infancy to Old Age .....3 units

(Theory 3 units)

An introduction to the psychological development from infancy through old age, including the genetic, physical, and social influences on perception, learning and memory, intelligence, personality, self-concept, and social roles; tasks, changes and adjustments related to each phase of the life cycle.

Speech 101 Oral Communication I or equivalent.....3 units

(Theory 3 units)

Training is offered in the principles and practices of effective speech composition and delivery. The course assists in building confidence and assurance in the delivery of original speeches, acquaints students with the sources of speech materials, and develops discriminating listening through speech analyses. Topics that concern the student's basic beliefs and objectives in life are encouraged.

English 101 College Reading and Composition or equivalent .....3 units

(Theory 3 units)

Prerequisite: ...An acceptable level of writing skills as demonstrated in a qualifying essay.

A college-level freshman composition course which requires the writing of full-length essays. Intended for students who plan to transfer to a four-year college or university. Instruction in this course will include both expository and argumentative writing.

United States History or Political Science .....3 units

(Theory 3 units)

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

Humanities .....3 units

(Theory 3 units)

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

*SCHOOL OF NURSING**CATALOG***CURRICULUM PLAN: Option I - Career Mobility for LVNs**

Class will enter in Summer or each semester based on space availability.

A total of 19 units in nursing is awarded for vocational nursing education upon completion of N125 to students in Option I.

Summer Semester - Course Titles	<u>Semester Units</u>	
	Theory	Laboratory
N125 Nursing Transition	1.5	0.5
* Physical Education	1.0	
	<hr/>	<hr/>
	2.5	0.5
	<hr/> <hr/>	<hr/> <hr/>
Semester 3 - Course Titles	<u>Semester Units</u>	
	Theory	Laboratory
N231 Nursing Pharmacology	1.0	
N232 Specialized Nursing Role	1.0	
N233 Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L ... Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
* Speech 101 Oral Communication	3.0	
	<hr/>	<hr/>
	8.0	6.0
	<hr/> <hr/>	<hr/> <hr/>
Semester 4 - Course Titles	<u>Semester Units</u>	
	Theory	Laboratory
N242 Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243 Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L Advanced Medical-Surgical & Gerontology Nursing Clinical		6.0
* United States History or Political Science	3.0	
* Humanities Requirement	3.0	
	<hr/>	<hr/>
	10.0	6.0
	<hr/> <hr/>	<hr/> <hr/>

Total Nursing.....(Theory 10.5, Clinical 12.5) .....	23 units
Credit for Vocational Nursing Education .....	19 units
General Education (including prerequisites) .....	31 units
Total .....	73 units

\*General Education courses to be taken at East Los Angeles College or other U.S. accredited community college, or university **during or prior to semester / term indicated.**

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

*SCHOOL OF NURSING*

*CATALOG*

**CURRICULUM PLAN: Option II - Non-Graduate, 30 Unit Option**

Summer Semester - Course Titles		<u>Semester Units</u>	
		Theory	Laboratory
N125	Nursing Transition	1.5	0.5
		1.5	0.5
Semester 3 - Course Titles		<u>Semester Units</u>	
		Theory	Laboratory
N232	Specialized Nursing Role	1.0	
N233	Intermediate Medical-Surgical & Psychiatric Nursing	3.0	
N233L	Intermediate Medical-Surgical & Psychiatric Nursing Clinical		6.0
		4.0	6.0
Semester 4 - Course Titles		<u>Semester Units</u>	
		Theory	Laboratory
N242	Nursing Role in Leadership, Management, Current Issues & Gerontology	2.0	
N243	Advanced Medical-Surgical & Gerontology Nursing	2.0	
N243L	Advanced Medical-Surgical & Gerontology Nursing Clinical		6.0
		4.0	6.0

Total Nursing.....(Theory 9.5, Clinical 12.5) .....22 units  
 Prerequisites (Physiology and Microbiology) .....8 units  
 Total .....30 units

In accordance with the laws and regulations of the California Board of Registered Nursing, California Licensed Vocational Nurses who successfully complete this option are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) in the State of California. L.V.N.'s who successfully complete this option are **not graduates of the School.**

**SECTION VII**

**FACULTY AND STAFF**

*SCHOOL OF NURSING**CATALOG***ADMINISTRATION****NANCY W. MILLER, Ed.D, RN***Provost*

Diploma in Nursing, St. Luke's Hospital School of Nursing  
A.A., College of Marin  
B.S.N., California State University, Los Angeles  
M.S.N., California State University, Long Beach  
Ed.D., Pepperdine University  
Certified Clinical Nursing Specialist  
Certified in Nursing Administration

**TAMMY BLASS, Ed.D., RN***Dean, Education and Consulting Services*

B.A., in Psychology, University of California, Los Angeles  
Diploma in Nursing, Los Angeles County Medical Center School of Nursing  
Ed.D., California State University, Long Beach  
M.S.N., California State University, Los Angeles  
Certified in Critical Care Nursing.

**MARIA CABALLERO, BSN, RN***Dean, Administrative and Student Services*

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

**BARBARA A. COLLIER, BSN, MEd, RN***Dean, School of Nursing*

Diploma in Nursing, Queen of Angels School of Nursing  
B.S.N., M.A., Education, California State University, Los Angeles.

**DORIS DeHART, BSN, RN***Financial Aid Administrator*

Diploma in Nursing, Los Angeles County Medical Center School of Nursing  
B.S.N., California State University, Los Angeles

**MARYAM IBRAHIM, MSN, RN, CCRN***Research Director*

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

**DIANA WAGNER, MSN, RN, CNRN, CCRN***Manager, Educational Resource Center*

A.A. Nursing, San Bernardino Valley Community College  
B.S., California State Polytechnic University, Pomona  
B.S.N., California State University Consortium  
M.S.N., California State University, Long Beach  
Certified in Critical Care Nursing & Neuroscience Nursing.



**SCHOOL OF NURSING****CATALOG**

---

**ADMINISTRATIVE SERVICES**

**BARBARA BAKER**  
*Financial Aid Coordinator*

**MELVIN CALLOWAY**  
*Staff Assistant*

**OFFICE OF EDUCATIONAL SERVICES**

**LORRAINE VIGIL**  
*Office Manager*

**LATRESE CARTER**  
*Office Staff*

**THUONG NGUYEN**  
*Office Staff*

**RUTH KAMENS**  
*Office Staff*

**NORMA RESPICIO**  
*Office Staff*

**CLAUDIA NICOLSI**  
*Office Staff*

**ERIKA SUAZO**  
*Office Staff*

**EDUCATIONAL RESOURCE CENTER**

**PATRICIA DEGADO**  
*Library Staff*

**TRINA TROGONE**  
*Skill Lab Coordinator*

**YOLANDA OCHOA**  
*Library Staff*

*SCHOOL OF NURSING**CATALOG***FACULTY  
SCHOOL OF NURSING****JEFFREY ANDERSON, RN**

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

**JENNAE ARRIAS, RN**

A.D.N., Los Angeles Valley College  
B.S.N., M.S.N., California State University,  
Dominguez Hills;  
Certified Emergency Room Nurse  
Certified Hypnotherapist  
Public Health Nurse

**CAROL BLOCH, RN**

Diploma in Nursing, Queen of Angels School of  
Nursing  
B.A., Pepperdine University  
M.A., Education, M.S.N., Azusa Pacific  
University  
Certified Transcultural Nurse Specialist  
Clinical Nurse Specialist.

**CAROLYN BLOCH, RN**

Diploma in Nursing, Queen of Angels School of  
Nursing  
B.A., Pepperdine University  
M.A., Education, M.S.N., Azusa Pacific  
University  
Certified Transcultural Nurse Specialist  
Clinical Nurse Specialist.

**ANA MARIE CINCO, RN**

A.A. in Nursing, Los Angeles Valley Colley  
B.S.N., M.S.N., California State University,  
Dominguez Hills  
Clinical Nurse Specialist, Parent-Child, California  
State University Dominguez Hills

**BEENA DAVIS, RN**

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

**GRACE ESCUDERO, RN**

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

**MARITTESS FERNANDEZ-NAJERA, RN**

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

**MILDRED GONZALES, RN**

B.S.N., University of Santo Tomas, Manila,  
Philippines;  
M.S.N., University of Phoenix  
Oncology Certified Nurse

**SARAH GRANGER, RN**

B.S.N., Saint Mary's College, Notre Dame,  
Indiana  
M.S.N., University of Phoenix

**HERMINIA HONDA, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., M.S.N., A.N.P. California State  
University, Los Angeles

**TRICIA IMANAKA-GONG, RN**

B.S.N., University of Southern California  
Certified in Critical Care Nursing;  
Public Health Nurse

**ZENOBIA IVORY, RN**

A.S., Nursing, Pasadena City College  
B.S.N., M.S.N., California State University,  
Dominguez Hills  
Public Health Nurse

**JOAN KOHL, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., M.S.N., University of Phoenix  
Certified Inpatient Obstetric Nursing  
Certified Electronic Fetal Monitoring

**JIM KRAUSE, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., M.S.N. California State University, Los  
Angeles.  
Clinical Nurse Specialist.

**PAMELA MAJOR, 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

*SCHOOL OF NURSING**CATALOG*

---

**LESLIE MARTINEZ, RN**

ADN, Los Angeles County College of Nursing  
and Allied Health

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

**GUADALUPE MEZA, RN**

A.D.N., East Los Angeles College

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

**EUFRACTIA MILAN, RN**

Diploma in Nursing, Southern Islands Hospital  
School of Nursing, Philippines

B.S.N., University of the Visayas, Philippines

**ROSEMARY MWANGI, RN**

Diploma in Nursing, College of Health  
Professions, Nairobi, Kenya

B.S.N., Biola University, PHN

M.S.N., University of Phoenix

**LEONECE MYERS, RN**

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

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

Certified Critical Care Nurse

Family Nurse Practitioner

**ROSLYN NOTT, RN**

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

B.S.N., Pacific Union College

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

**LILIBETH PATRICIO, RN**

B.S.N., San Diego State University

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

**JUDITH E. SHERMAN, RN**

B.S.N., Hunter College

M.N., University of California, Los Angeles.

**DENISE STIPE, RN**

A.S., Long Beach City College

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

M.S.N., A.N.P., California State University,  
Long Beach

**JUTARA SRIVALI TEAL, RN**

A.A. Nursing, Los Angeles City College

B.A. Psychology, University of California, Los  
Angeles

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

**LYDIA THOMPSON, RN**

Associate Degree Nursing, Pasadena City  
College

B.A. (Psychology/Business), California State  
University, Los Angeles

M.S.N., University of Phoenix.

**MICHELLE WEBSTER, RN**

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

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

Certified Critical Care Nursing

*SCHOOL OF NURSING**CATALOG***FACULTY - CONTINUING EDUCATION  
(EDUCATION AND CONSULTING SERVICES)****MARCELLO ASTUDILLO, RN**

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

**ANTOINETTE AVIGNONE, RN**

Diploma of Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., Pacific Union College  
M.S.N., F.N.P., University of California, Los  
Angeles  
Certified Mobile Intensive Care Nurse.

**CINDY CLAYTOR, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S. in Nursing, Pacific Union College  
M.S.N., University of Phoenix  
Certified in Critical Care Nursing.

**MAYBETH FRANCONI, RN**

A.D.N., Pasadena City College  
B.S.N., California State University, Northridge

**MARK R. HOLLINGER, RN**

A.A., Pierce College  
Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
Certified in Mobile Intensive Care Nursing.

**DEBRA HUNT, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., California State University, Northridge  
M.S.N., M.P.H., California State University,  
Long Beach  
Certified in Critical Care Nursing.

**KIMBERLEY MAGSAYO, RN**

Diploma in Nursing, Los Angeles County  
Medical Center School of Nursing  
B.S.N., Pacific Union College.  
M.S.N., University of Phoenix

**RUTH MC FEE, RN**

B.S.N., Biola University  
M.S.N., California State University, Dominguez  
Hills  
Certified in Critical Care Nursing.

**BEVERLY M. MCLAWYER, RN**

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

**PENNY M. PANETTIÈRE, RN**

A.A.S., Bronx Community College  
B.S.N., Hunter College  
M.A. Psychology, New York University  
Ph.D., Clinical Psychology California Graduate  
Institute.

**MICHAEL PUCKETT, RN**

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

**GISELLE SILEBI, RN**

Associate Degree Nursing, Los Angeles Valley  
College  
B.S.N. University of Phoenix  
Certified in Mobile Intensive Care Nursing.

*SCHOOL OF NURSING*

*CATALOG*

---

**INDEX**

## SCHOOL OF NURSING

## CATALOG

<b>A</b>	
2012-2013 Academic Calendar.....	5
Academic Failure .....	35
Academic Freedom .....	30
Academic Standards.....	30
Academic Warning .....	36
Academic Warning, Failure and Dismissal.....	35
Accreditation and Approval.....	10
Active Shooter .....	16
Administration .....	6
Admission and Enrollment.....	19
Advanced Placement for Licensed Vocational Nurses.....	22
Affirmative Action/Equal Opportunity.....	2
Alumni Association .....	56
Announcement of Courses	
Application Procedure.....	24
Application Procedure.....	49
Associate Degree .....	58
Attendance .....	30
Audiotaping .....	3
Auditing .....	28
<b>B</b>	
Bill of Rights for Nursing Students.....	45
Board of Registered Nursing: Denial of Licensure.....	4
Bomb Threats.....	15
Bookstore .....	13
<b>C</b>	
Campus Crime Report.....	15
Carlson Skills Center .....	48
Catalog .....	10
Certified Nursing Assistant.....	65
Change of Class Status.....	36
Child Care Services.....	13
Class Schedule .....	11
Classroom Policy .....	3
Clinic Services .....	53
College Level Prerequisites .....	63
Commendations .....	56
Computation of Cumulative Grade Point Average .....	33
Computation of Grade Point Average for a Semester .....	33
Computer Center .....	48
Concurrency.....	32
Continuing Student Status.....	37
Costs of Attending the School .....	11
Counseling Services.....	47
Course Exemption.....	26
Course Numbering System .....	66
Course of Instruction Offered through the Course Repetition.....	36
Course Withdrawals .....	39
Credit for Previous Education/Work Experience .....	25
Curriculum and Course Descriptions .....	66
Curriculum Plan - Option I - Career Mobility for LVN's .....	79
Curriculum Plan - Option II – Non-Graduate, 30 Unit Option.....	80
Curriculum Plan Agreement.....	31
Curriculum Plan for the Basic Program .....	67
<b>D</b>	
Definition of a Unit of Credit.....	28
Dismissal .....	36
Dress Code .....	54
Drug Free School .....	2
Due Process .....	41
<b>E</b>	
Earthquakes .....	15
East Los Angeles College or Through Other Educational Assistance.....	51
Educational Facilities .....	48
Employment .....	51
Evaluation: Clinical Performance.....	34
Evaluative/Non-Evaluative Symbols.....	33
Exemption by Challenge Examination.....	26
<b>F</b>	
Faculty and Staff .....	82
Family Educational Rights and Privacy Act Notification.....	46
Financial Aid Information.....	52
Financial Aid .....	49
Fire Regulations .....	15
Food Services .....	12
Foreign Graduate Nurses .....	25
<b>G</b>	
General Information .....	18
Generic Program.....	63
Good Standing.....	30
Grading System .....	32
Graduation Eligibility Requirements.....	62
Graduation Eligibility.....	31
Grants / Scholarships.....	50
Grievance Policy and Procedure .....	43
<b>H</b>	
History of the School.....	9
<b>I</b>	
Impaired Student Nurse.....	53
Informal Resolution Policy and Procedure.....	42
Injury to Student Nurses.....	53
International Students.....	25

## SCHOOL OF NURSING

## CATALOG

<b>L</b>			
Late Registration Fee .....	12	Required Courses Offered Through	
Learning Assistance .....	48	Affiliation with Required General	
Leave of Absence .....	37	Education Courses .....	63
Library Services .....	48	Required Nursing Courses .....	63
Loans .....	51	Requirements for the Associate Degree in	
Location .....	10	Science – Nursing .....	62
Los Angeles Campus .....	48	<b>S</b>	
Los Angeles County Board of Supervisors ...	6	Safety and Security Awareness Orientation	15
Los Angeles County College of Nursing and		Satisfactory Progress .....	28
Allied Health Board of Trustees .....	6	School of Nursing Philosophy .....	58
Los Angeles County College of Nursing and		School of Nursing Purpose Statement .....	58
Allied Health .....	68	School of Nursing Refund Policy .....	13
LVN – Option I .....	64	School of Nursing Sessions .....	11
LVN Option II .....	64	School of Nursing Uniform .....	12
<b>M</b>		Service Charge for Returned Checks .....	12
Malpractice Insurance .....	12	Sexual Assault .....	16
Matriculation .....	18	Sexual Assault and Drugs .....	16
Minimum Admission Requirements .....	20	Sexual Harassment .....	2
Mission, Vision, Values .....	8	Sheriff's Department/Campus Security .....	14
<b>N</b>		Smoking Policy .....	2
Non-Discrimination Policy .....	2	Special Services for Disabled Students .....	48
Nursing Courses: Clinical .....	32	Standards of Student Conduct .....	44
Nursing Courses: Theory .....	32	Student Activities .....	54
<b>O</b>		Student Concerns Related to Specific	
Ombudsperson .....	43	Courses .....	41
Option I - Career Mobility .....	22	Student Eligibility .....	49
Option II - Non-Graduate, 30 Unit Option ..	23	Student Enrollment Fees and Expenses .....	11
Orientation .....	47	Student Handbook .....	56
Other School Costs .....	12	Student Health Services .....	52
<b>P</b>		Student Learning Outcomes – College .....	8
Partial Course Exemption .....	26	Student Learning Outcomes .....	58
Percentage Grading Scale .....	34	Student Obligations .....	11
Petition for Waiver of School Policy		Student Organizations and Clubs .....	55
and Regulations .....	42	Student Responsibility .....	53
Philosophy of General Education .....	60	Student Rights and Responsibilities .....	41
Private Scholarships .....	51	Student Services and Activities .....	47
Pro Rata Refund Policy .....	14	Student .....	43
Program Limits .....	28	<b>T</b>	
Program Objectives .....	59	Transfer from Another School of Nursing .	27
Progression in the Program .....	31	Transfer to BSN/MSN Programs .....	65
Psychological Testing .....	48	Transportation and Parking .....	14
<b>R</b>		Tuition Agreement Contract Program .....	50
Readmission .....	38	Types of Financial Aid .....	50
Refund Appeal Policy .....	14	<b>U, V, W</b>	
Registration .....	28	U.S. Accredited Colleges/Universities .....	77
Regular Tuition Refund Policy .....	13	Unsafe or Unsatisfactory Performance .....	39
Repayment Policy .....	52	Unsatisfactory Conduct or Citizenship .....	39
Reporting of Grades .....	34	Verification of Completion of General	
Request for Verification / Transcripts .....	12	Education and Other Courses .....	27
		Withdrawal and Readmission .....	38
		Withdrawal for Excessive Absence .....	39
		Withdrawal for Other Cause .....	39
		Withdrawal .....	38