

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

Subject: <b>ACADEMIC FAILURE, DISMISSAL, AND WITHDRAWAL</b>	Original Issue Date: 1996	Policy #: <b>820</b>
	Supersedes: August 23, 2013	Effective Date: August 31, 2018
Individuals / Committees Consulted: Director, OES Admissions & Promotions School of Nursing Semester Coordinators	Reviewed & Approved by: School of Nursing Faculty Organization SON Planning College Governance Board of Trustees	Approved by:  Dean, School of Nursing (signature on file)  Provost, College of Nursing & Allied Health (signature on file)

**PURPOSE:**

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

**DEFINITION:**

Good Academic Standing: When a student's cumulative (overall) and current (most recent term) grade point average are 2.0 or better.

**POLICY:**

The basic nursing program, including corequisites, must be completed within seven consecutive semesters from the student's initial date of admission to the School of Nursing (SON).  
 LVN to RN advanced placement students\* must complete the program, including corequisites, within five consecutive semesters from the advanced placement student's initial date of admission to the SON.

EXCEPTION: Approved Leave of Absence or Military Leave

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

\*Includes military health occupations

**Academic Failure**

Occurs when a student:

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

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

**Dismissal**

Students will be dismissed from the program for:

- Professional misconduct

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

### **Withdrawal (W)**

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

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

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

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

“W” is entered on the transcript.

### **Withdrawal Passing/Withdrawal Failing (WP/WF)**

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

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

“WF” is a failing grade.

### **Administrative Withdrawal (AW)**

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

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

“AW” is entered on the transcript.

### **Military Withdrawal (MW)**

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

“MW” is exempt from the two withdrawal limit.

### **Leave of Absence (LOA)**

Students may file a written petition requesting LOA due to extenuating circumstances, which include, but are not limited to a) medical reasons such as pregnancy, major illness, or other

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health related circumstances or b) financial reasons. The student must be in good academic standing to qualify.

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

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

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

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

### **Determination of Withdrawal Dates**

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

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

### **PROCEDURE:**

#### **Course Withdrawal**

Student:

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

Instructor of the student who withdraws/fails:

- Initiates the Readmission Remediation Plan form as needed
- Notifies Semester Coordinator and Director, OES
- Reviews student performance and Readmission Remediation Plan with Semester Coordinator
- Directs the student to schedule a meeting with the Semester Coordinator.

The Semester Coordinator/designee:

- Develops and discusses a plan for success with student
- Completes the Readmission Remediation Plan form
- Documents final outcome of remediation on Readmission Remediation Plan form
- Submits form to OES.

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Director, OES/designee:

- Develops a course of action for student reentry, if eligible, in collaboration with the Semester Coordinator
  - Input may be requested from the student's clinical or course instructor
- Completes the Summary of Academic Progress form for students who are eligible for reentry including program requirements for satisfactory academic progress
  - The date of reentry will be contingent upon the completion of reentry requirements and space availability
- Files the Readmission Remediation Plan form.

**Program Withdrawal/Dismissal**

Student:

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

Dean, Institutional Effectiveness, Research, and Planning (IERP)

- Completes the Exit Interview form for students who withdraw from the program

Director, OES/designee:

- Completes the Exit Interview form for students who are dismissed from the program
- Notifies student in writing of dismissal from the program
- Directs student to complete the Student Check Out, if applicable and return completed form to the OES
- Notifies SON Dean; Director, Educational Resource Center (ERC); Financial Aid Administrator; and Dean, IERP of students who are dismissed from the program, failed to enroll, or on LOA using the Student Status Report by the end of the first week of class.

Office of Educational Services files relevant forms in student file.

**PROCEDURE DOCUMENTATION:**

Readmission Remediation Plan  
 Student Status Report  
 Summary of Academic Progress  
 Exit Interview – Student  
 Student Check Out Form

**REFERENCES:**

College Policy #803: Satisfactory Academic Progress  
 SON Policy #300: Grading System  
 SON Policy #301: Grading for Clinical Courses  
 SON Policy #303: Drug and Dosage Calculation Competency Remediation Plan  
 SON Policy #815: At Risk Student Identification and Remediation

**REVISION DATES:**

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June, 1998  
August 8, 2003  
April 24, 2006  
March 26, 2007  
May 19, 2008  
May 14, 2009  
February 22, 2010  
June 8, 2011  
August 23, 2013  
August 31, 2018