

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
OFFICE OF EDUCATIONAL SERVICES  
POLICY & PROCEDURE MANUAL**

Page 1	Of 1
--------	------

Subject: <b>STUDENT PROGRESSION LOG</b>		Original Issue Date: 1995	Policy #: <b>415</b>
		Supersedes: March 14, 2013	Effective Date: February 28, 2019
Individual / Committees Consulted: Office of Educational Services	Reviewed & Approved by: Director, Office of Educational Services (OES) Student Support Services College Governance	Approved by:  Director, OES (signature on file)  Provost, College of Nursing & Allied Health (signature on file)	

**PURPOSE:**

To keep an accurate record of School of Nursing (SON) student progress

**POLICY:**

All enrolled SON students are entered in the Progression Log.

Changes in student status are entered in the Log as they occur.

**PROCEDURE:**

Student clerk/designated Office of Educational Services (OES) staff member:

- Enters the following in the log for new cohorts using final enrollment roster:
  - Cohort: Basic RN, LVN Option I&II, , or specialized cohorts
  - Original Cohort e.g.: Class of 2018-II
  - Names of all new students: Last name, first name
  - Gender, ethnicity, birthdate.
  
- Enters change of status when notified by Director, OES:
  - Change of class, date, and reason e.g.: withdraw, fail, leave of absence
  - Date resigned
  - Date readmitted
  - Graduation date
  - NCLEX-RN pass or fail.

**PROCEDURE DOCUMENTATION:**

SON Student Progression Log

**REFERENCES:**

SON Policy #421: Academic Status Notification  
SON Policy #820: Academic Failure and Withdrawal

**REVISION DATES:**

March 14, 2013  
February 28, 2019