

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

**POLICY & PROCEDURE MANUAL**

Page 1	Of 2
--------	------

Subject: <b>ACADEMIC STATUS NOTIFICATION</b>	Original Issue Date: July 23, 2002	Policy #: <b>421</b>
	Supersedes: June 28, 2018	Effective Date: January 26, 2023
Individuals / Committees Consulted: Semester Coordinators SON Admissions & Promotions	Reviewed & Approved by: SON Faculty Organization SON Planning College Governance	Approved by:  Dean, School of Nursing (Signature on File)   Provost, College of Nursing & Allied Health (signature on file)

**PURPOSE:**

To ensure timely communication regarding student academic status

**Definition:**

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

**POLICY:**

Administration will be notified regarding student academic status within specified time frames.

Administration to be notified of change in academic status.

**PROCEDURE:**

**Registration Notification**

Office of Educational Services:

- Provides Administration with the projected student rosters for each semester two weeks prior to the start of classes
  - Identifies students who are repeating courses
  - Places an asterisk by the name of each student whose return status is not certain
- Provides administration with official enrollment lists on weeks number one, three, and nine of the semester.

**Academic Progress During Semester**

Semester Coordinator / designee notifies Administration of:

- any change in student academic status immediately using the Student Status Report form
- the final outcome within one week of the end of the course or semester.

Subject:

**ACADEMIC STATUS NOTIFICATION**

Director, OES

- notifies Administration:
  - Immediately of potential student status changes due to, but not limited to, possible withdrawal from any course, request for leave of absence, or illness
  - Date of final outcome of status change.
- provides Financial Aid Administrator with list of students who do not meet satisfactory academic progress within 15 days after the end of the semester.

**PROCEDURE DOCUMENTATION:**

Student Status Report

**REFERENCE:**

SON Policy #420: Academic Warning Notification

SON Policy #820: Academic Failure, Dismissal, and Withdrawal

**REVISION DATES:**

July 23, 2002

December 12, 2006

April 24, 2007

May 14, 2009

March 8, 2012

May 14, 2015

June 28, 2018

January 26, 2023