

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

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

Subject: ACADEMIC WARNING NOTIFICATION		Original Issue Date: 1996	Policy #: 420
		Supersedes: June 28, 2018	Effective Date: January 25, 2025
Individuals / Committees Consulted: Curriculum Committee	Reviewed & Approved by: SON Faculty Organization Semester Coordinators College Governance	Approved by: Dean, School of Nursing (Signature on file)	
		Provost, College of Nursing & Allied Health (signature on file)	

PURPOSE:

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

POLICY:

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

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

PROCEDURE:

Instructor:

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

Subject:

ACADEMIC WARNING NOTIFICATION

Semester Coordinator/designee:

Submits a copy of Student Status Report to SON Administration, Office of Educational Services (OES), Financial Aid Administrator and Coordinator, Educational Resource Center (ERC) and IERP:

- When a student is placed on warning
- At the completion of the course.

Student:

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

PROCEDURE DOCUMENTATION:

Academic Warning Notice
Student Status Report

REFERENCES:

SON Policy # 421: Academic Status Notification

REVISION DATES:

August 8, 2003
February 28, 2011
September 10, 2015
June 28, 2018
January 25, 2024