

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

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| Subject: AT RISK STUDENT IDENTIFICATION AND REMEDIATION | | Original Issue Date: August 8, 2002 | Policy #: 815 |
| | | Supersedes: June 28, 2018 | Effective Date: January 25, 2024 |
| Individuals / Committees Consulted: Curriculum Committee Semester Coordinators Financial Aid Coordinator Director, OES | Reviewed & Approved by: Faculty Organization College Governance | Approved by: Dean, School of Nursing (signature on file) | |
| | | Provost, College of Nursing & Allied Health (signature on file) | |

PURPOSE:

To identify at-risk students and increase their chances of successfully completing the program through referrals and/or remediation as applicable

Definition

At-risk students are those who are not meeting objectives and have a high probability of not successfully completing the program in sequence.

Pre-admission risk indicators:

- Scored less than 64.7% on first attempt of Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS)
- Repeated anatomy, physiology, or microbiology
- Identified test taking as a weakness on Pre-Admission Advisement Questionnaire
- Plans to work full time during the program.

Post admission risk indicators:

- Drug Dosage Calculation Competency (DDCC) failure
- Course failure
- Enrolled in more than 17 units per semester
- Working more than 16 hours/week
- Significant family commitments/responsibilities
- Verbal/academic warning
- Persistent health issues.

POLICY:

At-risk students may be identified by self, faculty, tutor/mentor, counselor/advisor or Director, Office of Educational Services (OES)/designee.

Dean School of Nursing (SON), Director, OES, faculty, or student determines the appropriate services and/or referral sources.

Individualized advisement is provided and remediation plans are developed by semester coordinator.

Subject:

AT RISK STUDENT IDENTIFICATION AND REMEDIATION**PROCEDURE:**

Students who self refer make an appointment with the Director, OES.

Faculty/designee:

- Advise/refer students as indicated
- Document and track academic status on electronic student record (Example, CAMS):
 - Course
 - Semester
 - Identified problem/reason for referral
 - Type of action taken
 - Type of referral services recommended
 - Follow-up on student progress
- Notify Semester Coordinator
- Initiate Readmission Remediation Plan form as needed for students failing or withdrawing

Semester Coordinator:

- Complete and submit Student Status Report form
- Develops and discusses a plan for success with student
- Documents on the Readmission Remediation Plan form
- Documents final outcome of remediation on Readmission Remediation Plan form
- Submits the initial/and completed copy of the Readmission Remediation Plan to OES and Skills Lab Coordinator

Director OES/designee:

- Develops a list of “at risk” students using pre-admission and program indicators.
- Provides list of “at risk” students to semester 1 coordinator two weeks before the semester
- Meets with at risk students as indicated and makes appropriate referrals to available services as needed
 - Mental health
 - Financial aid
 - Job opportunities (as available)
 - Tutoring
 - Skills/computer labs
- Follows up with the faculty, as indicated
- Maintains Remediation Plans and referral documents in the student’s academic file

PROCEDURE DOCUMENTATION:

Academic Warning Notice
 Clinical Improvement Plan
 DDCC Remediation Plan
 Readmission Remediation Plan
 Student Status Report

REFERENCES:

College Policy #801: Americans with Disability Act – Compliance
 SON Policy #303: Drug Dosage Calculation Competency Remediation Plan

Subject:

AT RISK STUDENT IDENTIFICATION AND REMEDIATION

SON Policy #420: Academic Warning Notification

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

REVISION DATES:

August 8, 2002

August 8, 2003

December 16, 2006

November 22, 2010

November 14, 2013

June 28, 2018

January 25, 2024