

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

Subject: ACADEMIC FAILURE AND WITHDRAWAL		Original Issue Date: 1996	Policy #: 820
		Supersedes: February 22, 2010	Effective Date: June 8, 2011
Committees Consulted: Dean, Administrative & Student Services Admissions/Promotions	Reviewed & Approved by: School of Nursing Coordinators School of Nursing Faculty Organization	Approved by: Dean, School of Nursing (Signature on File)	

PURPOSE:
To define academic failure and withdrawals and the process for notification and counseling

POLICY:
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.
 - Students will be allowed to repeat one failed nursing course and the co requisite nursing 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 will be dismissed from the program for two nursing course failures.

Students may be dismissed for professional misconduct.

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

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

The basic nursing program must be completed within seven consecutive semesters of the start date.

Advanced placement LVN students who have successfully completed N125 must complete the program within five consecutive semesters.

Withdrawal (W)

Students may withdraw from one or all courses during a semester. There is a limit of two semester withdrawals throughout the nursing program.

Students who withdraw prior to mid-term are eligible for readmission on a space available basis.

- “W” is entered on the transcript.

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ACADEMIC FAILURE AND WITHDRAWAL**Withdrawal Passing/Failing (WP/WF)**

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

- "WP" or "WF" is entered on their transcript.

"WF" is considered a failing grade.

Administrative Withdrawal (AW)

Nursing co requisite courses must be taken concurrently. A failure or withdrawal from either course will result in an "AW" in the corresponding co requisite course. A final grade in a co requisite course will not be assigned until the conclusion of all co requisite courses in each semester.

Nursing co requisite courses include:

- Semester I: N113 and N113L
- Semester II: N123 and N123L
N124 and N124L
- Semester III: N233 and N233L
- Semester IV: N243 and N243L

Students who fail Drug Dosage Calculation Competency are not eligible to continue in any clinical course and corresponding co requisite theory course(s).

- "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.

PROCEDURE:

The instructor:

- Completes the Readmission Remediation Plan as needed
- 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:

- Reviews reasons for withdrawal/failure with the student and completes the plan section of the Readmission Remediation Plan
- Instructs student to make an appointment with the Dean, Administrative and Student Services for further advisement
- Notifies School of Nursing Administration, Office of Educational Services, and Financial Aid Administrator using the Student Status Report
- Completes Outcome of Readmission Remediation Plan.

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The Dean, Administrative and Student Services/designee:

- Develops a course of action for student reentry, if eligible, in collaboration with the Semester Coordinator
 - Input may also be requested from the student's clinical or course instructor
- Completes the Exit Interview form or Summary of Academic Advisement
 - The date of reentry will be contingent upon the completion of reentry requirements and space availability
- Directs student to complete the Student Check Out, if applicable and return completed form to Office of Educational Services
- Enters final grade on the student transcript
 - When the failed course is repeated successfully, the original grade of the failed course remains on the transcript
- Adjusts the GPA to reflect the passing grade. The failed grade is not counted in the GPA.

The student:

- Meets with their instructor, the Semester Coordinator/designee, and the Dean, Administrative and Student Services/designee
- Completes remediation plan

Office of Educational Services files Student Check Out form in student file.

PROCEDURE DOCUMENTATION:

Readmission Remediation Plan
Student Status Report
Exit Interview – Student
Student Check Out

REFERENCES:

School of Nursing Policy #300: Grading System

REVISION DATES:

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