

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

Subject: ACADEMIC STATUS NOTIFICATION	Original Issue Date: July 23, 2002	Policy #: 421
	Supersedes: March 8, 2012	Effective Date: May 14, 2015
Committees Consulted: School of Nursing Coordinators SON Admissions & Promotions College Administration	Reviewed & Approved by: SON Faculty Organization College Planning	Approved by: Dean, School of Nursing (Signature on File)

PURPOSE:

To ensure timely communication regarding student academic status

POLICY:

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

Administration to be notified of change in academic status: Provost; Dean, School of Nursing (SON); Semester Coordinator; Financial Aid Officers; Dean, Administrative and Student Services; Manager, Office of Educational Services (OES); Director, Educational Resource Center (ERC), and Research Director.

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.

Dean, Administrative and Student Services

- 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:

Subject:
ACADEMIC STATUS NOTIFICATION

Student Status Report

REFERENCE:

SON Policy #420: Academic Warning Notification
SON Policy #820: Academic Failure and Withdrawal

REVISION DATES:

July 23, 2002
December 12, 2006
April 24, 2007
May 14, 2009
March 8, 2012
May 14, 2015