

**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: May 14, 2009	Effective Date: March 8, 2012
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

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

POLICY:

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

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
 - Asterisks the names of students whose returning 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 Coordinators notify Administration of:

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

Dean, Administrative and Students 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
 - Of final outcome of status change
 - Using the Student Status Report form

Subject:

ACADEMIC STATUS NOTIFICATION

- 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 and Withdrawal

REVISION DATES:

July 23, 2002

December 12, 2006

April 24, 2007

May 14, 2009

March 8, 2012