

**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: August 8, 2003	Effective Date: February 28, 2011
Committees Consulted: Admissions/Promotions Dean, Administrative & Student Services	Reviewed & Approved by: Faculty Organization Semester Coordinators College Administration	Approved by: Dean, School of Nursing (Signature on file)

PURPOSE:

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

POLICY:

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

PROCEDURE:

The 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 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 and submit to Semester coordinator, School of Nursing (SON) Administration, Office of Educational Services (OES), and Financial Aid Administrator
- Follows up according to plan with instructor and student.

PROCEDURE DOCUMENTATION:

Instructor:

- Completes disposition section of the Academic Warning Notice form at completion of the course and submits to the OES for student file.

Semester Coordinator:

- Completes Student Status Report and forwards a copy to SON Administration, OES, and Financial Aid Administrator at the time the student is placed on warning and at the end of the course.

Subject:
ACADEMIC WARNING NOTIFICATION

REFERENCES:

SON Policy # 421: Academic Status Notification

REVISION DATES:

August 8, 2003
February 28, 2011