

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

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Subject: ACADEMIC WARNING NOTIFICATION	Original Issue Date: 1996	Policy #: 420
	Supersedes: February 28, 2011	Effective Date: September 10, 2015
Committees Consulted: Admissions/Promotions Dean, Administrative & Student Services	Reviewed & Approved by: Faculty Organization Semester Coordinators College Administration College Planning	Approved by: Dean, School of Nursing (Signature on file) Provost, College of Nursing and Allied Health (Signature on file)

PURPOSE:

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

POLICY:

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

Students receiving Veteran Affairs (VA) benefits:

- Will be on academic warning (probationary period) for one month. If during the next month the student's course grade average is still below 70% and/or clinical performance is unsatisfactory, the VA benefits will be interrupted and the VA will be notified.

PROCEDURE:

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 grade 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
- Follows up according to plan with student
- Completes disposition section of the Academic Warning Notice form at completion of the course and submits to the OES for student file.

Subject:

ACADEMIC WARNING NOTIFICATION

Semester Coordinator/designee:

Submits a copy of Student Status Report to SON Administration, Office of Educational Services (OES), Financial Aid Administrator and Coordinator, Educational Resource Center (ERC) and Research Department:

- When a student is placed on warning
- At the completion of the course.

Student:

- Follows up instructor(s) discuss plan for success
- Submits plan to achieve success
- Signs Academic Warning Notice form

PROCEDURE DOCUMENTATION:

Academic Warning Notice
Student Status Report

REFERENCES:

SON Policy # 421: Academic Status Notification

REVISION DATES:

August 8, 2003
February 28, 2011
September 10, 2015