

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

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Subject: <b>HIGH-RISK STUDENT IDENTIFICATION AND REMEDIATION</b>	Original Issue Date: August 8, 2002	Policy #: <b>815</b>
	Supersedes: November 22, 2010	Effective Date: November 14, 2013
Committees Consulted: Admissions/Promotions Semester Coordinators Financial Aid Coordinator	Reviewed & Approved by: Dean, Administrative & Student Services Faculty Organization College Administration	Approved by:  Dean, School of Nursing (signature on file)

**PURPOSE:**

To identify high-risk students and increase their chances of successfully completing the program through referrals and/or remediation as applicable

**Definition**

High-risk students are those who are not meeting objectives and-have a high probability of not successfully completing the program in sequence.

Pre-admission risk indicators:

- Scored less than 64.7% on first attempt of Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS)
- Repeated anatomy, physiology, or microbiology
- Identified test taking as a weakness on Pre-Admission Advisement Questionnaire
- Plans to work full time during the program.

Post admission risk indicators:

- Drug Dosage Calculation Competency (DDCC) failure
- Course failure
- Enrolled in more than 17 units per semester
- Working more than 16 hours/week
- Significant family commitments/responsibilities
- Learning disabilities
- Persistent health issues.

**POLICY:**

High-risk students are identified by self, faculty, or Dean of Administrative and Student Services.

Dean School of Nursing (SON), Dean of Administrative and Student Services, faculty, or student determines the appropriate services and/or referral sources.

Individualized advisement is provided and remediation plans are developed by faculty/Dean Administrative and Student Services.

**PROCEDURE:**

Students who self refer make an appointment with the Dean, Administrative and Student Services.

Subject:

**HIGH RISK STUDENT IDENTIFICATION AND REMEDIATION**

Faculty:

- Advise/refer students as indicated
- Develop and implement academic improvement plans using the Remediation Plan for High Risk Students (form)
- Notify Semester Coordinator and Dean of Administrative and Student Services
- Submit a copy of the Remediation Plan to the OES.

Semester Coordinator:

- Completes Summary of Student Outcome section of the Remediation Plan for High Risk Students (form) at the end of each semester
- Forwards completed form to next Semester Coordinator/Dean of Administrative and Student Services as indicated.

Dean Administrative and Student Services/designee:

- Develops a list of “at risk” students using pre-admission and program indicators
- Meets with at risk students and discuss available resources
  - Mental health
  - Financial aid
  - Job opportunities (as available)
  - Tutoring
  - Skills/computer labs
- Completes a written Remediation Plan in collaboration with the student
- Follows up with the student, faculty, or service as indicated
- Refers students to available services.

OES maintains Remediation Plans and referral documents in the student's academic file.

**PROCEDURE DOCUMENTATION:**

Academic Warning Notice  
 Referral Documentation  
 Remediation Plan for High Risk Students  
 DDCC Remediation Plan  
 Readmission Remediation Plan

**REFERENCES:**

College Policy #801: Americans with Disability Act – Compliance  
 SON Policy #303: Drug Dosage Calculation Competency Remediation Plan  
 SON Policy #420: Academic Warning Notification  
 SON Policy #820: Academic Failure, Dismissal, and Withdrawal

**REVISION DATES:**

August 8, 2002  
 August 8, 2003  
 December 16, 2006  
 November 22, 2010  
 November 14, 2013