

Nursing Department  
Academic Alert for Student "at Risk"

**NOTE:** The Nursing Department Academic Alert program is offered in collaboration with the COD's Standards of Academic Progress.

**PURPOSE:**

If a student is identified demonstrating behaviors that jeopardize their success and put them at risk for failure, they will be placed on Academic Alert.

Behaviors that are identified, but not limited to, as placing the student at risk are

- Attendance and tardiness issues
- Graded activities (i.e. test, papers) of <78%
- Attaining a "C" grade in NURSI 1100, NURSI 1104, NURSI 1105
- Working more than 16 hours per week
- Repeated attempts at the general education courses in the nursing program
- Readmission to the program (with the exception for illness or changes in health status that would prevent a student from meeting course objectives).

**GUIDELINES:**

1. Any program faculty involved in a student's instruction can identify a student "at risk".
2. The faculty identifying the student at risk initiates the Faculty/Student Communication Record (OCCURANCE REPORT).
3. The faculty meets with the student to clarify the behavior(s) of concern.
4. The faculty and student will sign the OCCURANCE REPORT. Signature by student implies understanding of the timeline for any corrective plan of action and the consequences therein.
5. The faculty provides a signed copy of the OCCURANCE REPORT to the Nursing Department Administrative Assistant
  - a. The Administrative Assistant will store and disseminate Occurance Report according to the Occurance Report Guidelines.
6. The Faculty Advisor will assure continuity in and compliance related to the OCCURANCE REPORT and student overall success and progression.
7. If a student exits the program either because of withdrawal or failure, an Occurance Report is completed by the Faculty Advisor and student. The OCCURANCE REPORT will note evidence based actions to be followed for consideration for readmission.