**ISP 191**

**Administrative Withdrawal**

**PURPOSE**

Establishes guidelines which allow instructors and/or the Registration and Records office to withdraw students from courses for non-attendance and/or for inability to demonstrate compliance with published course pre-requisites and/or co-requisites.

**SUMMARY**

Requests from faculty to administratively withdraw students will be submitted to Registration and Records by the end of the second week that the class meets. Students who are currently enrolled registered for courses that are in progress and who do not successfully complete that course/prerequisite will be administratively withdrawn from the registered course by Registration and Records. New (proposed language): Due to the enforcement of pre-requisites, students who are currently registered for a section (e.g. MTH 111) and do not pass the pre-requisite (e.g. MTH 095) will be administratively withdrawn from the currently registered course (e.g. MTH 111) by the Registration and Records Office.

**STANDARD**

One or more of the following conditions must occur:

1. Student did not show up for the first class meeting and did not provide the instructor with advance or reasonable notice of the first class absence.
2. For online classes, student did not participate by the beginning of the second week of the class and did not provide the instructor with advance or reasonable notice for this lack of participation.
3. Student is unable to demonstrate fulfillment of the class pre-requisite requirement that is stated in the catalog.
4. Student is not able and/or willing to sign up for required co-requisite course(s).
5. Student does not successfully complete a course in progress and as a result no longer meets the pre-requisite.

**REVIEW HISTORY**

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| ISP Committee | Updated Format | August 3, 2016 |
| College Council | Reviewed | May 15, 2015 |
| College Council | Reviewed | June 7, 2013 |
| ISP Committee | Reviewed/No Change | October 17, 2008 |