**ISP 191**

**Administrative Withdrawal**

**PURPOSE**

Establishes guidelines which allow instructors and Registrar to withdraw students from courses.

**SUMMARY**

In accordance with Title IV funding requirements and the CCC Financial Aid Disbursement policy (ARC 405) faculty must administratively withdraw students from a course for non-attendance.

Students can be removed from a course for a number of reasons including non-attendance, inability to demonstrate compliance with the catalog course requirements, CARE Team/Title IX action, outstanding balance, and suspension. Faculty requests to administratively withdraw students are submitted to the Registrar according to the following course-length information:

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| --- | --- |
| **Course Length** | **Administrative Withdrawal Request Due Date** |
| Two weeks or less | Prior to the second class meeting |
| Three to four weeks | During the first week of class |
| Five weeks or longer | During the first two weeks of class  |

**STANDARD**

 One or more of the following conditions must occur:

1. Student does not show up for the first class meeting and did not notify the instructor of the first class absence prior to the time specified in ISP 191P.
2. For online classes, student does 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 prerequisite requirement that is stated in the catalog.
4. Student is not able and/or willing to sign up for required co-requisite course(s).

**Reference:** ARC 405 Financial Aid Disbursement

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Adopted Changes | October 10, 2018 |
| College Council | Second Read | June 1, 2018 |
| 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 |