**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.



In addition to non-attendance, students can be removed from a course for a number of other reasons including non-compliance with the catalog course requirements, CARE Team, Title IX, or Conduct action or outstanding balance.

**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 classes 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 requisite requirements as stated in the catalog.
4. Student needs to be withdrawn due to CARE Team/Title IX or Conduct action.
5. Student has an outstanding balance on their account from a previous term.

**Reference:** ARC 405 Financial Aid Disbursement, ISP 280 Grading, ISP 191 P

**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 |