**ISP 191**

**Administrative Withdrawal**

**PURPOSE**

Establishes the guidelines for students to be withdrawn from courses.

**SUMMARY**

Students can be withdrawn from classes during the add/drop timeframe without fee or grade penalties for non-attendance, inability to demonstrate compliance with published course requisites and/or co-requisites, or for having an outstanding balance. Instructors must notify the Registrar of any students who do not attend within the add/drop timeframe so that they can be withdrawn from the course as part of CCC’s compliance with Federal and State financial aid regulations. Students may also be withdrawn at any time in the term for CARE Team, Title IX, or disciplinary action.

**STANDARD**

Instructors or administrators may request a student be withdrawn if one or more of the following conditions must occur:

1. Student does not engage in academic related activities in class within the add/drop period and did not notify the instructor of the absence.
2. Student is unable to demonstrate fulfillment of the class prerequisite requirement that is stated in the catalog.
3. Student is not able and/or willing to sign up for required co-requisite course(s).
4. Student has an outstanding financial aid balance on their account from a previous term.
5. Student needs to be withdrawn due to a CARE Team, Title IX or disciplinary action.

Add/Drop Timeframe By Course Length:

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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 |

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

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Updated | April 9, 2021 |
| Presidents’ Council | Adopted | April 6, 2021 |
| College Council | Reviewed | March 19, 2021 |
| ISP Committee | Adopted Changes | October 10, 2018 |
| College Council | Reviewed | 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 |