

ISP 191

Administrative Withdrawal

PURPOSE

Establishes the guidelines for students to be withdrawn from courses, which allow instructors to withdraw students from courses for non-attendance and/or for inability to demonstrate compliance with published course prerequisites and/or co-requisites.

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Students can be withdrawn from classes during the add/drop timeframe without fee or grade penalties for non-attendance, inability to demonstrate compliance with published course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must notify the Registrar of any students who do not attend within the add/drop timeframe so that they can be withdrawn from the course as part of CCC's compliance with Federal and State financial aid regulations. Students may also be withdrawn at any time in the term for CARE Team, Title IX, or disciplinary action. Faculty requests to administratively withdraw students are submitted to Registration and Records according to the following course-length information:

<u>Course Length</u>	<u>Administrative Withdrawal Request Due Date</u>
<u>Two weeks or less</u>	<u>Prior to the second class meeting</u>
<u>Three to four weeks</u>	<u>During the first week of class</u>
<u>Five weeks or longer</u>	<u>During the first two weeks of class</u>

STANDARD

Instructors or administrators may request a student be withdrawn if ~~One~~ one or more of the following conditions must occur:

1. Student does not show up for the first class meeting engage in academic related activities in class within the add/drop period 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.
- 3.2. Student is unable to demonstrate fulfillment of the class prerequisite requirement that is stated in the catalog.
- 4.3. 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 Student needs to be withdrawn due to a CARE Team, Title IX or disciplinary action.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:

<u>Course Length</u>	<u>Administrative Withdrawal Request Due Date</u>
<u>Two weeks or less</u>	<u>Prior to the second class meeting</u>
<u>Three to four weeks</u>	<u>During the first week of class</u>
<u>Five weeks or longer</u>	<u>During the first two weeks of class</u>

Reference: [ARC 405 Financial Aid Disbursement, ISP 280 Grading, ISP 191 P Administrative Withdrawal](#)

REVIEW HISTORY

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