

# College Council Agenda

Date: 3.3.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
<b>Minutes (2/17/17)</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		NA	Minutes from the meeting on 2/17/17 were previously sent out for review. Any comments/corrections, please contact Beth.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>2017-18 Tuition &amp; Fees – 2<sup>nd</sup> Read</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Alissa Mahar Chris Robuck	10 min	CCC Board of Education Recommendation	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>ISP – 1<sup>st</sup> Read</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Tara Sprehe	10 min	ISP 191 Administrative Withdrawal	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Title III Grant and Navigate</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Tara Sprehe	10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Committee Reports 1. Presidents' Council</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

<b>Association Reports</b> 1. <b>ASG</b> 2. <b>Classified</b> 3. <b>Part-time Faculty</b> 4. <b>Full-time Faculty</b> 5. <b>Administrative Confidential</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
	<b>Assigned Action Items</b>	<b>Assigned to</b>	<b>Notes</b>		<b>Due</b>
	<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End time</b>	<b>Location</b>	
	March 17, 2017	12:00pm	1:30pm	CC127	
<b>Attendance</b>					
<b>College Council Members 16-17:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Stephanie Schaefer (AFaC), Ryan Davis (AFaC), Scot Pruyn (AFaC), Andrea Vergun (AFaC), Ryan West (AFaC), Sue Caldera (THOW), Ida Flippo (THOW) Chris Hughes (THOW), Jarett Gilbert (THOW), Sunny Olsen (THOW), Patricia Anderson Wieck (HR) Jennifer Nelson (CS), Mickey Yeager (CS), Bill Calabrese (CPR), Sarah Hoover (AS), Bob Keeler (AS), All Association Presidents, All Deans					
<b>Notes to Self</b>			<b>Deferred Items</b>		
<ul style="list-style-type: none"> <li>College Council Minutes can be found at F:\1MINUTES\College Council\16-17</li> </ul>					

# College Council Minutes

Date: 2.17.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
<b>Minutes (2/3/17)</b>	Sue Goff	Minutes from the meeting held on 2/3/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Accreditation</b>	Joanne Truesdell	Joanne came to with us the big picture on this accreditation recommendation, core theme indicators. The college has been in an effort to go from core theme teams over the last few years to actually defining our core themes. How do we know we are achieving the objectives that we said we wanted to attain around those core themes? It is about data, benchmarking, and identifying those areas we want to improve. We have a way to measure in order to make a difference as we fulfill our mission. The importance about this is moving forward. Our work over the last few years has been trying to keep our attention focused. We need to keep assuring ourselves that our efforts are making a difference. When those indicators roll up into the core themes that roll up into our mission, we actually know we are getting the job done for the people that we serve.
<b>Core Theme Indicators</b>	Donna Larson Dawn Hendricks	The accreditation steering committee is here today to share some new language for the objectives and indicators for our core themes and seek feedback. Core Theme: Academic Transfer - We prepare learners to transition to a four year institution and attain their goals for further education. We reviewed the objectives and the indicators. Language that was questioned included “timely way” and “quality educational experience”. The objectives have to reflect the core theme and it has to go down the line of logic. So right now the line of logic on objective #1 is the quality of the learning outcomes. Core Theme: CTE - We prepare learners to attain their career goals through programs that reflect the labor market needs of business and industry. No feedback or suggestions came forward. Core Theme Essential Skills - We prepare learners to attain high school completion, to achieve English language proficiency, and to gain college and career readiness skills in mathematics, reading, and writing. One change is GED completion is now omitted. Core Theme Lifelong Learning - We create opportunities for the lifelong professional, cultural, and personal development of our community

		members. Feedback provided asking what percentage of our students audited classes. Additional input was gathered at open houses this week. The survey link is still available until later this afternoon provide feedback.
<b>2017-18 Tuition &amp; Fees – 1st Read</b>	Alissa Mahar Chris Robuck	A resolution for 2017-18 tuition and fees was presented to the board at their February meeting, and we will ask them to approve it in March. Chris reviewed the two primary considerations, tuition and fees. The first is ensuring that our budget supports the college operations and our improvements, and the second, is the impact on the students, affordability. <b>2017-18 Recommendations: Tuition: Increase \$3 per credit hour - from \$90 to \$93. General Student Fee: Increase \$0.50 per hour - currently \$2 to \$2.50 per credit hour. Student Technology Fee: Increase \$1.00 per credit hour - currently \$4.50 to \$5.50 per credit hour. College Service Fee: No change.</b> How does this impact the students and are ways that we can mitigate that? Our tuition and fees are next to the lowest in terms of costs compared to Oregon’s seventeen community colleges. We anticipate that even with these fee increases, we will still remain in a relative position because all of the schools are considering similar increases. Clackamas is constantly trying to do things to ensure that we stay affordable. Those initiatives that will help a student to define why they are here as well as define their objectives and choose classes that they need to make that transfer to a university. Finally, the Board resolution calls out some initiatives that the bookstore has made to offer low or no cost textbooks as well as a number of faculty who are working on open education resources which would result in a no cost textbook or very close to it. Comments or concerns, just send an email to Alissa or Chris.
<b>Establishing the CCC Ready Advisory Group</b>	Donna Larson Pete Kandratieff	Donna presented for Wendi Babst, our interim director of Campus Safety. Since Alyssa has come on board, we have been working to get CCC disaster resilient. The CCC Ready Advisory Group has forwarded a charter for College Council to review for the purpose of guiding CCC in the development and implementation of mitigation, preparedness, response, and recovery plans to protect and preserve the safety and well-being of its students, staff, faculty and visitors. We plan to build strong teams and build partnerships along with the proper training and equipment to help us effectively respond to threats and emergencies. Stephanie Schaefer commented that the Emotional Trauma Response Team (ETRT) was not included. Nora Brodnicki was concerned how we will be able to supply adequate equipment and supplies, and Donna included that the group is working to secure probable funding from the state.

<p><b>2<sup>nd</sup> Read – ISP 290 Educational Progress</b></p>	<p>Nora Brodnicki</p>	<p>Today it is back to College Council for the second read. This policy replaces “Ability to Benefit”. It was here previously for the first read without comments. Required to do a second read. No suggestions or changes came forward. Further feedback contact Nora Brodnicki.</p>
<p><b>Construction Schedule and Impacts for Summer 2017</b></p>	<p>Bob Cochran Mickey Yeager</p>	<p>Bond projects are proceeding as planned. Bob shared for the first time yesterday he was on the second and third floor of Harmony West. He introduced Mark Butler, the senior project manager Lease Crutcher Lewis, who is working on the Instructional Technical Center (ITC). Mark shared what our summer and next year will look like relative to this project. Soon the building is going to break ground. Currently, we are waiting on the permits and will begin a major part of the project, the parking improvements. We will set up our site fencing and make sure that signage and security to ensure that everyone is safe. They will work to close off access, block parking lots and paths for summer as construction begins. On the north side of the project, we need to allocate a new fire access lane that will serve the fire department connection on the end of Randall Hall. The parking lot will be repaved and ready for the beginning of fall term. A question was raised about the motorcycle training area that is located under the power lines. They are working with Cycle Oregon who will be using the training location through the spring and will need to move to a different location during the summer. The permanent plan will relocate the course to that same location as well as provide some compact parking due to the height and vehicle size restriction under the power lines. Elevator replacements are scheduled for summer term starting with Randall, then Barlow and finally McLoughlin. In August, the ramp in Barlow will get torn out and rebuilt since it is not compliant with ADA standards. Mickey is working on a project with Human Resources and the Disability Resource Center (DRC) to identify spaces that not only are impacted because of this but spaces that we can use to accommodate those with needs of elevators. Classes will be relocated based on the needs of our students. We will provide signage to notify that the elevator will be unavailable and to contact DRC, so we can make accommodates. Plan ahead and make arrangements to relocate furniture during this time.</p>
<p><b>1<sup>st</sup> Read – ARC 600 Email Use Policy &amp; Seeking Feedback for ARC 600P Email Use Procedure – Student</b></p>	<p>John Ginsberg</p>	<p>The chair of the Access, Retention and Completion (ARC) Committee, brought a first read for ARC 600 Email Use Policy. The policy is very straight forward stating that the Clackamas email is the official method of communication. It was reviewed without further comment. In regard to ARC 600P Email Use Procedure – Student, is here today seeking feedback to return to ARC to continue to work on the language. John reviewed</p>

		<p>the email use procedure for students which states recommendations and expectations, but it also includes privacy of information for their Clackamas email, etc. Feedback included: add a guideline to outline what is appropriate to email a staff or faculty member as well as the number of times to contact. Maybe refer students back to a said policy or hyperlink on student conduct. We could add some generic language suggesting a “reasonable standard.” John continued that the procedural language was about emailing to students and that the language would be mirrored for the faculty/staff to ensure that we are communicating with students with their myClackamas email account. We haven’t included, since our policies are student focused, restrictions or reasonable standards outlined for our faculty/staff. It was suggested that maybe faculty/staff need to reply back within a number of hours or business day, guidelines that could speak to the number of emails as well as the appropriate content. Currently, we don’t have any institutional standards around that issue and this would require further discussion. A suggestion was to change the language to “students should” rather than “you should”. John asked for further recommendations on what to include for the email use procedures for students. Please send additional feedback to John Ginsburg.</p>
<p><b>Committee Reports</b>  <b>1. Instructional Standards and Procedures (ISP)</b>  <b>2. Presidents’ Council</b></p>	<p>Sue Goff</p>	<p>ISP Committee Report – The focus of this committee is on policy and procedures. Each one is brought to College Council for two reads. Representatives that serve are from across the divisions. The majority of our members are faculty as per the full-time faculty contract. They are on a three-year rotation and we stagger membership, so we always have some expertise left as new members come in. We also have some semi-permanent representation like the Registrar whom is always present. When reviewing a standard, subcommittees are formed depending on the topic, others are brought in with expertise as needed. For example, if there is a strong connection to Financial Aid, we contact the director and form a subcommittee. Meetings are held on the second and fourth Fridays from 8 - 9:30 a.m. in CC127. Future and past agenda, minutes, and associated documents can be found on the portal site. Our primary goal is to review and keep all of the standards and procedures current. We have been working with the Access, Retention and Completion (ARC) Committee as sometimes there is crossover that is student focused in regard to institutional priorities and enrollment management practices and policies. It is critical that our two committees work together to have discussed topics even before it comes up to College Council. We are working to create a better repository for where you can find all of our policy and procedures in one place –</p>

		<p>not buried within the committee website. For the past two years, the committee has been working with Jack Hardy along with the Marketing Team to make a public presence for these documents. We have a new numbering system along with a more modernized look with updated font and formatting. Another project is that we are working to Identifying which ones are missing. The committee recognized that we need better communication strategies when changes are made particularly in lieu of not having a repository.</p> <p>Presidents' Council – We reviewed the 2017-18 Tuition &amp; Fees proposal and discussed both the final version of the Administrative Regulation: Retaliation and Whistleblower Protection and the final version of the Board Policy Academic Freedom and Responsibility. In regard to the proposed Diversity Committee membership, it is likely that they will report directly to Presidents' Council or directly to the President.</p>
<p><b>Association Reports</b></p> <ol style="list-style-type: none"> <li><b>1. ASG</b></li> <li><b>2. Classified</b></li> <li><b>3. Part-time Faculty</b></li> <li><b>4. Full-time Faculty</b></li> <li><b>5. Administrative Confidential</b></li> </ol>		<ol style="list-style-type: none"> <li>1. ASG – Ariel Mead: Upcoming events: Black History Month movie, “42: The Jackie Robinson Story,” 11 a.m.-2 p.m., Fireside Lounge Monday, February 27. Health Fair and National Breakfast Day scheduled on Monday, March 6, 10 a.m. – 1 p.m. in the Community Center. Free Food Market every Thursday starting at 11 a.m. until food runs out. Recently painted the Painted Cougar Cave and reorganized.</li> <li>2. Classified – No report.</li> <li>3. Part-time Faculty – Leslie Ormandy: Continued issues with the email group.</li> <li>4. Full-Time Faculty – Nora Brodnicki: Brenda Marks is scheduled for surgery. Rochelle Dawn is creating care packages/baskets for her. If you would like to contribute, gifts of whatever you like... books, candy, cards, written jokes, trinkets of love). Rochelle is also collecting frozen dinners from people to deliver after her surgery. Bring items to Rochelle in Roger Rook by Thursday, February 23.</li> <li>5. Administrative Confidential – Jarett Gilbert: Reminder that the All-Staff Breakfast and Recognition on March 23. Breakfast will be served from 7-9 a.m. and the recognition celebration is scheduled for 9-10 a.m. The college will announce an evening recognition event at a later date.</li> </ol>

<p><b>Announcements</b></p>	<p>All</p>	<p>John Ginsberg – Reminder that Thursday, February 23, is the Clackamas Regional Skills Competition.</p> <p>Eden Francis &amp; Justin Montgomery – Former naval aviator, test pilot, member of the Chickasaw Nation and the first registered indigenous person in space, retired Cmdr. John B. Herrington will present his research around Native American youth’s engagement with STEM, 5 p.m. March 2 in the Gregory Forum. This event is sponsored by BUILD EXITO and STEM-CATS at Clackamas Community College, Portland State University, the Northwest Portland Area Indian Health Board and Clackamas Community College's Cultural Arts Committee and Associated Student Government. A small book signing from 3-3:30 p.m. The committee agree to support \$500 to help sponsor this event for organizer Max Wedding.</p> <p>Alison Ihrke – The library has a new book collection of Instructional Support &amp; Professional Development (ISPD) materials that both Alison with Jil Freeman developed that are available to faculty and staff. We also have a numerous books focusing on Science, Technology, Engineering &amp; Math (STEM) in higher education.</p>
<p><b>Present</b></p>		<p>Sue Goff (Chair), Robert Keeler, Donna Larson, Chris Robuck, Alison Ihrke, Ryan Davis, Dawn Hendricks, Stephanie Schaefer, Joyce Gabriel, Lori Hall, Scot Pruyn, Mark Butler, Bob Cochran, Nora Brodnicki, Jennifer Bown, Eden Francis, Molly Burns, Luke Norman, Leslie Ormandy, Justin Montgomery, Ariel Mead, Kim Quiroz, Pete Kandratieff, Andrea Vergun, Dave Gates, Sarah Hoover, Denice Bailey, BJ Nicolette, John Ginsburg, Joanne Truesdell, Laura Lundborg, Beth Hodgkinson (recorder)</p>



<b>CCC Board of Education – Topic Summary</b>	
Topic:	2017-18 Tuition and Fees
Date:	March 8, 2017
Presenter:	Alissa Mahar, Vice President
Division/Department:	College Services
<b>RECOMMENDATION:</b>	Approve the following changes for the 2017/18 fiscal year: <ul style="list-style-type: none"> <li>• Tuition: Increase \$3 per credit hour.</li> <li>• General Student Fee: Increase \$0.50 (50 cents) per credit hour.</li> <li>• Student Technology Fee: Increase \$1.00 per credit hour.</li> </ul>

**REASON FOR BOARD CONSIDERATION:**

The Board considers the need to increase tuition and fees as part of the annual budget development process.

The Board adopted budget development principles at its January meeting. Principles in 2017-18 budget development process include:

1. Ensure budget supports improvements in Mission Fulfillment by integrating Strategic Priorities and assessment and core theme indicator results with budget planning decisions.
2. Consider CCC’s affordability, district median income and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.
3. Infuse one-time expenditures to upgrade learning resources and support.
4. Redirect and document resources to meet learning and learning support outcomes.
5. Forecast actual 2016-2017 investments and the resulting effects through 2021-2022. Forecast proposed 2017-2018 investments/reallocations and the resulting effects through 2021-2022.
6. Bring revenues and expenditures (including PERS cost escalation) substantially in balance over the five-year planning horizon.
7. Maintain Board required 10-percent minimum ending fund balance throughout the five-year forecast.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

The strategic priority of fiscal sustainability is the primary factor leading to the recommended tuition and fee rate increases.

This recommendation is driven by substantive changes in three key areas supporting student success and completion -- supporting and broadening student engagement opportunities toward retention; developing a replacement schedule in support of technology security and service infrastructure improvements; maintaining recent investments in student retention focused staff.

This recommendation also acknowledges the Oregon Community College Support Fund current estimate based upon the Legislative Framework that is estimated to be \$7.8 million less than current service level; or, \$6 million more than the 2015-2017 allocation. This excludes several student retention grant funded employees who provided extra capacity and made a difference in our retention rate.

## **Addressing Affordability**

Two key budget principles have also been used to address affordability.

1. Ensure budget supports improvements in Mission Fulfillment by integrating Strategic Priorities and assessment and core theme indicator results with budget planning decisions.

Students consistently provide feedback about the expense of textbooks. CCC has been diligently working to control text book costs. As an example, more than 40 percent of the total classes in the schedule for winter term have textbook costs between zero and \$40. Out of 1,108 courses, 540 have books at no cost and 75 are \$40 or less. Other highly specialized textbooks have been reduced by 50% or more. Efforts continue to reduce the textbook costs to students.

2. Consider CCC's affordability, district median income and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.

Median household income in CCC's district ranges between \$38,000 and \$100,000, dependent upon in what city the student resides. Based on the \$38,000 figure, annual tuition and student fees represent 12% of the median household income. If the student was a sole support for a child, some of the expense would be offset by federal and state grants.

### **BACKGROUND:**

This resolution addresses tuition, the general student fee, and the student technology fee, which apply to all credit courses and terms. The request is made in the context of the entire college budget, including all revenue sources and levels of planned expenditures, and informed by multi-year projections for sustainability of programs and services. Students and staff are consulted in this process through the Associated Student Government, Budget Advisory Group and presentation of the financial forecast at various venues.

### **Tuition**

Tuition provides about a third of the General Fund revenue. In light of long term increases in personnel and pension costs as well as maintaining investments to increase student success, increases in tuition revenue provide a portion of the resources to insure sustainability of programs and services.

Tuition changes are relevant to most of the seven budget principles delineated in the Board resolution adopted January 11, 2017. In particular, tuition increases allow the College to:

4. Redirect and document resources to meet learning and learning support outcomes.
6. Bring revenues and expenditures substantially in balance over the five-year planning horizon.
7. Maintain Board required 10-percent minimum ending fund balance through the five-year forecast.

### **General Student Fee**

The General Student Fee funds non-course related services available to the general college community; specifically, the Intramurals and Athletics, Student Life and Leadership (Associated Student Government), and Computer Lab funds. The fee was established in 2000 at \$4 per credit hour. The fee was reduced to \$2 per credit hour in 2006 and has been \$2 per credit since. Expanded efforts to engage and retain students, such as Welcome Weeks, alcohol awareness, health fairs and other public service programs, and the Cougar Cave, require increased funding to continue.

**Student Technology Fee**

Information Technology (IT) costs are borne by the General Fund and the Student Technology Fund. The Student Technology Fee is used for IT expenditures directly related to teaching and learning. The fee is \$4.50 per credit hour and was last increased in 2011-12.

Using bond funds, IT just completed a comprehensive upgrade of network infrastructure (switches, firewalls, and wireless equipment and architecture) and the data center (servers). Future periodic upgrades are essential for student learning and operations. To that end, a six-year financial forecast has been developed for IT. The recommended fee increase for 2017-18 implements a model that will help fund:

- Replacement of IT infrastructure every six years
- Software maintenance contracts, which typically increase four to five percent annually
- Classified IT staff who provide direct infrastructure technology and help desk support to students

The Student Technology Fee is particularly relevant to these budget principles:

3. Infuse one-time expenditures to upgrade learning resources and support.
4. Redirect and document resources to meet learning and learning support outcomes.

**College Services Fee**

The College Services Fee is a once per term student fee and was implemented in 2012-13 to consolidate individual fees for testing, transcripts, and graduation caps and gowns. In addition, it funds the shuttle service between the Harmony and Oregon City campuses. The fee was increased from the original \$20 to \$23 in 2016-17 to fund a significant expansion in shuttle hours.

**BUDGET IMPACT/SOURCE OF FUNDS:**

**Recommendation**

Staff recommends adoption of the following changes in tuition, the general student fee, and the student technology fee.

- Tuition: Increase \$3 per credit hour. From current year \$90 to 2017-18 \$93.
- General Student Fee: Increase \$0.50 (50 cents) per hour. From current year \$2 to 2017-18 \$2.50 per credit hour.
- Student Technology Fee: Increase \$1.00 per credit hour. From current year \$4.50 to 2017-18 \$5.50 per credit hour.
- College Service Fee: NO CHANGE

**Chart of Current and Proposed CCC rates**

The in-state tuition rate applies to in-district residents and states where we have border agreements (Washington, Idaho, Nevada and California). The change in out-of-state and international tuition is proportionate to the existing rates. If approved, the changes would be effective summer term 2017.

		2016-17	Proposed	2017-18
	Basis	Rate	\$ Increase	Proposed Rate
Tuition, in-state (in district and out of district border states)	Per credit hour	\$90.00	\$3.00	\$93.00
Tuition, out of state and international	Per credit hour	\$257.00	\$9.00	\$266.00
General student fee	Per credit hour	\$2.00	\$0.50	\$2.50
Technology fee	Per credit hour	\$4.50	\$1.00	\$5.50
College services fee	Per term	\$23.00	-	\$23.00

# ISP 191

## Administrative Withdrawal

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### 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 prerequisites 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 registered for courses that are in progress and who do not successfully complete that course/prerequisite will be dropped-administratively withdrawn from the registered course by Registration and Records.

### 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 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).
5. Student does not successfully complete an-in-progress a course in progress course-and as a result resulting-inwill not longer-meetingmeet the prerequisite.

### REVIEW HISTORY

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