

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that are in progress and who do not successfully complete that course/prerequisite will be dropped-administratively withdrawn from the registered course by Registration and Records.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