ISP 191P
Administrative Withdrawal Procedure

PURPOSE

Establishes procedures which allow students to be administratively withdrawn. ~~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

~~Faculty r~~Requests to administratively withdraw students are submitted directly ~~using the online tool sent directly to faculty via email, or by sending an email to Registration and Records~~ at registration@clackamas.edu ~~to the Registrar.~~

PROCEDURE

For Instructors

1. The Registrar initiates the process during the add/drop timeframe via email and instructors identifies those that have not engaged in academically related activities.
~~1.~~2. ~~Faculty~~ Instructors submit requests for administrative withdrawal directly using the online tool sent directly to ~~faculty~~ instructors via email or by sending an email to Registration and Records (registration@clackamas.edu) based on the course-length information.
~~2.~~3. ~~Faculty~~ Instructor's requests should follow the instructions in using the online tool. If an email is sent to Registration and Records, it should include the student name, student identification number, course number, and course section.

For Administrators

1. ~~Faculty~~ Administrators can request~~s~~ withdrawals ~~can be~~ ~~physically submitted to Registration and Records or submitted~~ electronically ~~by using the online tool or~~ by emailing registration@clackamas.edu and it should include student name, student identification number, course number, and course section; or indicate all courses.
~~3.~~ .

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	[Date]