

ISP 191

Administrative Withdrawal

PURPOSE

Establishes guidelines 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

Faculty requests to administratively withdraw students are submitted to Registration and Records according to the following course-length information:

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

STANDARD

One or more of the following conditions must occur:

1. Student does not show up for the first class meeting 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. 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).

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