

ISP 191

Administrative Withdrawal

PURPOSE

Establishes the guidelines for students to be withdrawn from courses.

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Students can be withdrawn from classes during the add/drop timeframe without fee or grade penalties for non-attendance, inability to demonstrate compliance with published course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must notify the Registrar of any students who do not attend within the add/drop timeframe so that they can be withdrawn from the course as part of CCC's compliance with Federal and State financial aid regulations. Students may also be withdrawn at any time in the term for CARE Team, Title IX, or disciplinary action.

STANDARD

Instructors or administrators may request a student be withdrawn if one or more of the following conditions must occur:

1. Student does not engage in academic related activities in class within the add/drop period and did not notify the instructor of the absence.
2. Student is unable to demonstrate fulfillment of the class prerequisite requirement that is stated in the catalog.
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 Student needs to be withdrawn due to a CARE Team, Title IX or disciplinary action.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:

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

Reference: ARC 405 Financial Aid Disbursement, ISP 280 Grading, ISP 191 P Administrative Withdrawal

REVIEW HISTORY

ISP Committee	Adopted Changes	April 9, 2021
Presidents' Council	Approved	April 6, 2021
College Council	Reviewed	March 19, 2021
ISP Committee	Adopted	October 12, 2018
College Council	Reviewed	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