

Leeward Community College

Policy on Administrative Disenrollment for Failed Prerequisites

Policy Number: L5.190

Approved Date: March 27, 2019

Review Date: March 27, 2024

Introduction

This Policy on Administrative Disenrollment for Failed Prerequisites is in place to support student success in courses and degree/certificate programs. This policy ensures that students are prepared for courses in so much as they have completed appropriate prerequisites to a satisfactory level.

Related Policies

[Leeward Community College, L5.200 Policy on Course and Program Prerequisites](#)

Policy

The Leeward Community College Registrar's Office will perform an administrative disenrollment for all students who have registered for a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course. This does not apply to students who have received a prerequisite override for the course.

An administrative disenrollment will be performed for students registered for a Leeward CC course and who receive any of the following for the in-progress prerequisite:

- a) Students who received an F or N grade
- b) Students with an Incomplete (except if the student were receiving an IA, IB, IC, or ID, and the default grade would satisfy the prerequisite)
- c) Students enrolled in a mandatory or optional Credit/No Credit (CR/NC) course and receive NC
- d) Students enrolled in a Pass/No Pass (P/NP) course and receive NP
- e) Any other grade that does not meet the prerequisite requirement

Students will be notified of their disenrollment via UH email accounts and advised to see counselors for options to reschedule courses impacted by the disenrollment.

Related Documents

L5.190 Procedures for Administrative Disenrollment for Failed Prerequisites
(attached)

Campus Approvals

Faculty Senate approval date: December 5, 2018

Chancellor approval date: March 27, 2019

L5.190 Procedures for Administrative Disenrollment for Failed Prerequisites

Purpose

L5.190 Policy on Administrative Disenrollment for Failed Prerequisites states that all students who have registered for a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course will be administratively withdrawn from the course. Students who have received a prerequisite override for the course are exempt from the policy and these procedures.

Procedures

These general procedures assure uniformity and responsiveness in the handling of this process.

1. The Registrar's Office requests the Failed Prerequisite listing from Banner Central after the end of term processing is completed each semester. This list includes all students who are preregistered in a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course. This list will include students who received any of the following: F or N, Incomplete (I), No Credit (NC), and No Pass (NP), or any other grade that does not meet the prerequisite requirement.
2. The Registrar's Office performs the disenrollment of students, including:
 - a) Students who received an F or N grade
 - b) Students with an Incomplete (except if the student is receiving an IA, IB, IC, or ID, and the default grade would satisfy the prerequisite)
 - c) Students enrolled in a mandatory or optional Credit/No Credit (CR/NC) course and receive NC
 - d) Students enrolled in a Pass/No Pass (P/NP) course and receive NP
 - e) Any other grade that does not meet the prerequisite requirement
3. The Registrar gives the list of disenrolled students to the Dean of Student Services (DOSS) in electronic form.
4. The DOSS provides a list of each Division's students to the respective Division Chairs. The DOSS also provides a list of all disenrolled students to the Counseling Office.
5. The Registrar's Office notifies students of their disenrollment via UH email accounts and advises them to see counselors for options to reschedule courses impacted by the disenrollment.